

LIBRARY TECHNICIAN

KIND OF WORK

Technical library work.

NATURE AND PURPOSE

Under general supervision, files, shelves, and circulates library materials, assists library users in locating materials, and assigns work to and trains unskilled/student clerical workers; performs related work as required. Problem solving involves thinking which is guided and circumscribed by somewhat diversified procedures/precedents with similar situations requiring solution by a discriminating choice of learned things.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Organizes and administers a small specialized collection (e.g., periodicals, audio visual materials) in order to provide library services to users by receiving new materials and preparing them or directing student workers to prepare them for general circulation (e.g., typing library card with subscription information and attaching it to book, marking article with library name, inserting security strips, etc.); shelving/organizing materials in pre-established order; preparing and sending periodicals to the bindery for compilation; corresponding by letter or telephone with suppliers regarding service problems such as duplicate shipments or errors in delivery; and maintaining records (i.e., cardex files, circulation statistics, on-line computer catalog) of materials' receipt and use.

Catalogs new books/periodicals in order to prepare them for shelving by searching the OCLC data base for prepared catalog copy on new publications; visually comparing bibliographic information on data base record with bibliographic information in book or periodical; printing shelf list cards, book cards, and book pockets via the OCLC and MTT systems; and forwarding books and/or computer printouts of data base records to Librarian if no data base record of book exists or if discrepancy exists between data base records and book fly-leaf information.

Files pre-printed catalog cards alphabetically, numerically, or by subject heading in order to maintain an accurate listing of the library's collection of materials by inserting cards for newly received materials and removing cards for discontinued or obsolete materials.

Schedules, trains, and directs the work of student clerical workers to ensure compliance with library policies and procedures by recommending personnel decisions (i.e., hiring, firing) to professional Librarians; developing training aids and training each student in his/her job responsibilities and in general library policies and procedures; scheduling, directing and distributing work between student clerical

workers to ensure that work is completed in a timely and orderly manner; checking students' work for completeness and accuracy; and maintaining and/or approving student payroll and time records.

Recommends, researches, and records library acquisitions in order to assist the librarian in preparing library materials requisition lists by periodically inspecting and inventorying library collection to identify missing and/or damaged materials, locating price of publication and address of its supplier and bibliographic sources, maintaining file of purchase orders, and receiving and routing newly ordered materials to appropriate party.

Advises library users in locating books, magazines, pamphlets, etc. so that information needs are met promptly and efficiently by explaining use of the library, including policies, procedures, scope of collection, use of indexes, availability of computer searches, and the location of specific material; assisting users with research of specific topic areas; and referring users with indepth or complex research questions/topics to Librarian for assistance.

Processes inter-library loan requests so that patron requests for items outside regular collection are handled promptly and efficiently by assisting patrons in completing request form; verifying accuracy of references, citations, and/or locations cited using available reference sources, union catalogs, and serial lists; transmitting requests/requested materials to appropriate participating libraries; and notifying patrons of material receipt.

Completes documents, forms and reports (book cards, book pockets, shipping labels, letters, memos, circulation statistics, reports, etc.) to assist Librarians in maintaining accurate and complete records of library materials and use by checking materials in and out; typing or word processing documents; summarizing circulation statistics from departmental records as requested; composing original correspondence or text for reports; and photocopying, compiling and/or binding documents as instructed.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Library of Congress classification system and standard library reference tools sufficient to assist clients in locating materials and conducting research.

OCLC (On-Line Computer Library Network), MTT and/or NLM (National Library of Medicine) computer system sufficient to locate catalog information and print documenting materials.

Library policies and procedures sufficient to train and direct work of student clerical staff.

Procedures of various inter-library loan networks, copyright guidelines and location, and verification tools sufficient to coordinate inter-library loan activity.

COM on-line catalog and PALS (Project for Automated Library Systems) on-line system sufficient to verify the accuracy of correct database records.

Skill in:

Keyboard operation sufficient to produce letters, reports, and to complete forms in a timely and efficient manner.

Ability to:

Operate various types of office machines, such as photocopying machines, micro-readers, and micro-computers sufficient to locate catalog information, word-process documents and prepare reports.

Train and assign student clerical workers and advise professional library staff sufficient to maintain the library collection according to library policy and procedures.

Communicate effectively with clients of varied educational levels and backgrounds sufficient to determine and respond to their informational needs.

Compete detail-oriented tasks quickly and with a high degree of accuracy.

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Former Title(s): General Library
Assistant