

College of the Redwoods

Position Description

Position: Library Technician	Position Number:
Department:	FLSA: Non-exempt
Reports to:	Salary Grade: 113

Summary

Provides technical services and support to a library and a variety of learning materials for college students, faculty, staff, and the public. Distributes library resource materials, maintains a full collection in a small library or a complete function such as circulation, reference, and cataloging for the complete library, using both automated and manual systems.

Essential Duties and Responsibilities

- Operates a satellite library that is full service or a complete section within a full-service Library by performing a full range of customer service duties such as, but not limited to, incoming and outgoing document transactions, cataloging, reference, periodicals, and media.
- Provides customer service to patrons at the circulation desk; opens and closes the library following established procedures; resolves library user conflicts and issues, referring them to higher level staff, or other appropriate services as needed; reports maintenance issues and unsafe conditions and enforces rules of conduct.
- Assists students in the library with the use of computers and programs, printing, research databases, online resources, and reserves meeting spaces.. Assists students in locating materials and orients them in the use of resource guides. Illustrates use of card catalogs and the Library of Congress system.
- Conducts "walk-and-talk" orientations for students in areas such as general use of the library, periodical research, bibliographic search, internet search, or use of electronic media.
- Receives new materials (books, media, textbooks or periodicals), enters materials into system, prepares for and enters into circulation (shelves). Provides location numbering to library materials and enters onto an automated library record system using a personal computer.
- Acquires, checks out, maintains, and inventories equipment and learning assistance devices. Maintains, troubleshoots, and diagnoses problems with District tools, equipment, supplies, materials used by students.
- Organizes and maintains a collection of reserve books and materials/media at the request of librarians and instructors.
- Processes inter-library loan requests. Searches and transfers requested materials to locations and individuals. Monitors in-and-out distribution and location of publications.
- May perform bibliographic verification or searching which involves either manual or

computerized techniques requiring accuracy and knowledge of library terms and bibliographic elements.

- May oversee academic assistance programs, coordinating activities with faculty. May administer standardized and course tests.
- May organize, coordinate, and conduct periodic book fairs and other library events.
- Mends and repairs book and non-book materials. Disposes of damaged or outdated materials according to established procedures.
- Conducts annual physical inventory of all Library materials.
- Coordinates, designs, and constructs library displays, bulletin boards, posters, and signs. Maintains a clean and orderly environment.
- Circulates, stores, inventories, maintains, performs minor repair, and operates a variety of audiovisual equipment used in the library, e.g., audio and visual playback devices and microfilm readers.
- May schedule films and other presentations in and/or for the library.
- Processes orders for books, magazines, and periodicals for library use within established parameters set by a Librarian.
- Performs routine clerical and record keeping duties.
- Oversees, coordinates, and schedules student workers; coordinates their activities in support of library goals. Trains student workers in appropriate technical aspects of their work.
- Directs students to software resources; makes requests to repair, install, service and/or configure student hardware or software needs.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

■ Knowledge and Skills

Requires an in-depth procedural knowledge of library methods, practices and terminology including use of library card catalog and basic reference sources. Must have a complete understanding of the Library of Congress System of classification and the American Library Association rules for filing catalog cards. Requires a working knowledge of automated carding systems and records. Requires knowledge of and skill at conducting bibliographic searches. Needs to have a complete understanding of Library operations, goals and objectives. Requires sufficient communication skills to convey specialized concepts to students and to resolve urgent student needs. Requires sufficient arithmetic skills to arrange materials in numerical sequences and to calculate sums. Requires sufficient writing skills to document instructions on use of library services.

■ Abilities

Must be able to perform all of the duties of the position with only general supervision and

support. Requires the ability to follow detailed procedures such as standard library cataloging and filing rules. Must be able to maintain a well organized and attractive library setting. Must be able to apply and explain library services, layout, rules, and policies. Must be able to maintain the circulation area in a manner conducive to support research and studying. Requires the ability to deal courteously with library patrons including students and faculty. Must be able to perform routine clerical and record keeping duties.

▪ **Physical Abilities**

Requires sufficient visual acuity to recognize letters and numbers; hand-arm-eye coordination to use a personal computer keyboard; ambulatory ability to walk, move carts, and reach to shelves for placement of lightweight objects (less than 10 pounds); hearing and speech ability to carry on conversations in person and over the phone.

▪ **Education and Experience**

The position requires a AA degree plus post high school library science curriculum or equivalent and two years of experience in an academic library setting. Additional experience or higher education enabling performance of all aspects of the job may be considered.