

## SUPPORT STAFF PERSONNEL QUALIFICATIONS AND DUTIES

### LIBRARY TECHNICIAN

(ERC)

1. **Position Summary**

Under the general direction of the Librarian, operate the Educational Resource Services Library (full automated) by providing appropriate technical, reference and administrative services.

2. **Duties**

(a) **Circulation**

- Check in and out all materials such as books, videos, kits, audio visual equipment.
- Reserve materials for patrons.
- Contact patrons for overdue materials.

(b) **Reference**

- Assist patrons with reference questions through use of appropriate reference tools, including various CD-ROM and on-line data bases.
- Explain and demonstrate the use of various reference tools.

(c) **Cataloguing and Processing**

- Catalogue materials classifying by discipline, assigning classification and selecting appropriate subject headings using standardized systems and texts. (Level II).
- Maintain automated catalogue.
- Processing of materials such as stamping, carding, etc.

2. **Duties**

(c) **Cataloguing and Processing**

- Set-up and maintain vertical files.

(d) **Acquisitions**

- When appropriate, assist Librarian with selection of materials.
- Prepare and process orders and maintain order files.
- Check incoming materials against orders.

(e) **Inter-Library Loan**

- Prepare and receive requests for materials from other libraries.

(f) **Serials**

- Organize, house, receive, claim and route periodicals using software program.
- Maintenance of subscriptions.

(g) **Shelving**

- Shelf all incoming materials.

(h) **Publicity and Public Relations**

- Assist in compiling and distributing acquisition lists and promotional material, preparing bulletin boards, library material display and bibliographies.

2. **Duties**

(i) **Administration**

- Assist the Librarian in administrative duties, such as compiling and tabulating data for statistical reports; handling inventory; preparation of library forms (e.g., acquisitions, reference, Inter-Library Loan); maintenance of correspondence and information files; applying library policies, rules and instructions.
- Handle small amounts of cash.

(j) **Housekeeping**

- Responsible for inventory, shelf reading, repair of collection, discarding of obsolete materials.

3. **Education**

- Grade XII.
- Library Technician Diploma (two years post-secondary).

4. **Experience**

- Over 6 months and up to and including 1 year in an automated library environment.

5. **Physical Demands**

- Some heavy lifting and carrying of boxes, equipment, etc.
- Awkward positions for re-arranging and shelving materials, e.g., kneeling, squatting, bending, stretching and climbing.
- Sitting for long periods of time.
- Eye strain from computer.

6. **Working Conditions**

- Frequent interruptions.
- Work related exposure to dust.