

SUPPORT STAFF PERSONNEL QUALIFICATIONS AND DUTIES**LIBRARY TECHNICIAN
(School Library)**1. **Position Summary**

Under the direction of the Principal, operate the school library by providing public services such as assisting students and teachers in circulation, obtaining reference materials, and supervising students; technical services of acquisitions, cataloguing, and processing; and housekeeping tasks of maintenance and repair of the library collection and audio visual equipment.

2. **Duties****Public Services**(a) **Circulation**

- Circulate all library materials including books, periodicals, vertical files, computer software, and audio visual software and hardware.
- Assist patrons in signing out materials and checking in returned materials.
- Shelf incoming materials and file cards for outgoing materials.
- List overdue materials, send notices, and collect monies for fines and lost materials, where applicable.
- Compile statistics of library use.

(b) **Supervision**

- Supervise students in the library and maintain discipline.
- Train student and adult volunteers and direct their activities.

2. **Duties**

(c) **Reference**

- Provide library orientation.
- Assist students and staff with reference questions.
- Assist with and demonstrate the use of audio visual equipment to staff and students.
- Compile curriculum related packages and lists for teachers.
- Provide inter-library loan.

(d) **Promotion and Motivation**

- Coordinate library scheduling for classrooms and individual use.
- Create bulletin board and book displays. Organize book fairs, contests and book talks, conduct story telling.

Technical Services

(a) **Acquisitions**

- Compile desiderata file and organize requests for new materials, verify ordering data and check collection for duplication, follow curriculum guides, read book reviews, meet with publishing companies' representatives, and attend book sales.
- Select and recommend new acquisitions within budget(s), order materials, check incoming materials against invoices and purchase orders, and assign an accession number.
- Acquire and organize all forms of multi-media - e.g. vertical files, periodicals, audio visual and computer software.

2. **Duties**

(b) **Cataloguing and Processing**

- Catalogue materials by classifying by discipline, assigning classification and selecting appropriate subject headings using standardized systems and texts.
- Keyboard card sets for the catalogue and shelf list. Maintain card catalogue by standardized rules.
- Process new materials for shelf or display.

3. **Housekeeping**

(a) **Maintenance/Repairs**

- Administer preventive maintenance and repair to the library collection and audio visual equipment. Report major repairs to Maintenance Department and arrange for pick up.
- Maintain records for periodical renewals, control and claims.
- Record arrival of new audio visual equipment for insurance and inventory purposes. Assemble new equipment.
- Conduct shelf reads.

(b) **Inventory**

- Conduct audio visual equipment and library collection inventories.
- Following prescribed weeding criteria, discard materials and delete their records from the card catalogue and shelf list.

4. **Education**

- Grade XII or equivalent.
- Library Technician Certificate (one year post-secondary).
- Excellent comprehension and communication skills.

5. **Experience**

- No previous experience.

6. **Physical Demands**

- Lifting boxes, rearranging of books and furniture, carrying machines, bending, kneeling, stretching, climbing, sitting at typewriter for long periods of time.

7. **Working Conditions**

- Frequent interruptions, exposure to dust, diseases, fumes, and poor heating and ventilation.