

**SUPPORT STAFF PERSONNEL QUALIFICATIONS AND DUTIES
LIBRARY TECHNICIAN
ERC**

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.

Circulation Duties

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

Reference Duties

- 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.

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.
- Set-up and maintain vertical files.

Acquisitions

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

Inter-Library Loan

- Prepare and receive requests for materials from other libraries.

Serials

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

Shelving

- Shelf all incoming materials.

Publicity and Public Relations

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

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.

Housekeeping

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

Education

- Grade 12.
- Library Technician Diploma (two years post-secondary).

Experience

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

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.

Working Conditions

- Frequent interruptions.
- Work related exposure to dust.