Library Technician Position Description

The Technical & Access Services Technicians in the Library have responsibility for carrying out numerous functions that ensure access to library and information resources for the use of students, faculty and other library users. This includes ordering, processing and documenting physical materials, such as books, DVDs, journals and documents, and making available links to digital resources and the ways to find them.

The Technical & Access Services Technicians report to the Technical & Access Services Librarian. Specific duties include:

- Order, receive and process library materials as requested, within budget constraints and exercising appropriate cost control. This includes maintaining good working relationships with a number of vendors.
- Ensure that materials are received as ordered, and track expenditures for them.
- Enter records and holdings for new materials in the shared library catalog, and in other databases such as OCLC, or the National Library of Medicine SERHOLD system. Help maintain high quality of records in these databases by adding, removing and updating records as required by the changing library collection.
- Work cooperatively with staff of other libraries who share the catalog and other resources (OMNI members)
- Learn, manage and utilize new information management software packages, such as cataloging software, and train student workers in their use.
- Be responsible for the upkeep and maintenance of the library's physical collection (stacks maintenance) by supervising shelving, withdrawals, and shifting of books, plus regular shelf reading.
- Participate in collection management decision making activities within the Library, which will include data gathering, reporting, and compilation.
- Hire, train, schedule and supervise student workers to implement day to day work routines of processing library materials and their electronic records.
- Work closely with Circulation Technician to ensure quality access to the collection, to reserve materials, and other library and information resources.
- Run reports of library circulation and other statistics as requested, from the catalog database.
- Staff the reference desk for 2 – 4 hours per week, with professional backup as needed. Some evening or weekend hours may be required.
• Library technicians are encouraged to participate in state and local library organizations, and to participate in campus activities and functions.

Qualifications:

• Bachelor's degree or equivalent combination of post-secondary education and experience.
• Recent library work experience, particularly dealing with digital library records or an integrated library system.
• Excellent verbal and written communication skills, and ability to work well with library users, students, faculty and staff.
• Ability to work as a team member, sharing responsibility for the smooth operation of the Technical & Access Services areas.
• Good knowledge of academic library principles and procedures, particularly the customer service aspects of library services.
• Experience in maintaining a database where complexity, accuracy and attention to detail are vital.
• Ability to train and supervise student assistants in using complex databases, in shelving and other procedures.
• Ability to physically handle materials, which may include lifting and moving boxes, books and book carts.
• Experience working in an environment where technology and applications change continuously.

August, 2008