CIRCULATION TECHNICIAN  
(LIBRARY TECH II)  
POSITION DESCRIPTION

The Circulation Technician in the Library has 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 checking books in and out, preparing reserve materials, and providing a high level of customer service at a busy public desk. The Circulation Technician reports to the Technical & Access Services Librarian.

POSITION RESPONSIBILITIES

- Staff the Circulation Desk, with professional backup as needed. Some evening and/or weekend hours are required. Anticipated hours of work are Monday-Thursday, 9:00am-6:00pm; Friday 8:00am-5:00pm.
- Maintain and supervise print and electronic reserve collections, book collection (shelving and shifting), holds, searches, money handling, encumbrances and fines.
- Create and maintain electronic records (including scanning) for electronic reserve collection.
- Apply policies and procedures of library, particularly in the area of circulation.
- Provide excellent customer service to all library users in Circulation area, and in other areas of the Library as necessary.
- Work cooperatively with staff of other campus departments and of other libraries, including partners in consortia to which the library belongs.
- Learn and utilize circulation functions of library system software, and train student workers in their use.
- Participate in the upkeep and maintenance of the library's physical collection (stacks maintenance) by supervising shelving, withdrawals, and shifting of books, along with regular shelf reading.
- Participate in collection management decision making activities within the Library, including data gathering, reporting, and compilation of statistics.
- Hire, train, schedule and supervise student workers to implement day-to-day circulation routines.
- Work closely with other library staff to ensure quality access to the collection, to reserve materials, and other library and information resources.
- Library technicians are encouraged to participate in state and local library organizations, and to participate in campus activities and functions.
REQUIRED QUALIFICATIONS

- High school diploma or equivalent.
- Excellent verbal and written communication skills, and ability to work well with library users, including students, faculty, staff, and community members.
- Ability to work as a team member, sharing responsibility for the smooth operation of the Circulation and Technical & Access Services areas.
- Experience in working in a fast-paced environment where accuracy, attention to detail, and the ability to make decisions are vital.
- Able 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.

PREFERRED QUALIFICATIONS

- Bachelors degree.
- Recent library work experience.
- Work experience in a higher education environment.
- Experience with Sirsi/WorkFlows or similar bibliographic management system.

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