

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: LIBRARY TECHNICIAN II

BASIC FUNCTION:

Under direction of Area Administrator or assigned supervisor, perform a variety of technical library duties related to acquisitions, cataloging and processing library materials; assist patrons in locating research materials and check items in and out.

DISTINGUISHING CHARACTERISTICS: Library Technician II incumbents assist a Librarian with technical library duties which may include responsibility in the areas of acquisitions, cataloging and processing new materials.

REPRESENTATIVE DUTIES:

Enter and update information in the District's automated library system (SIRSI); operate various computer programs and access databases and automated resources to obtain information; search, edit and save information according to system requirements.

Assist library patrons in locating materials for research and in the use of library equipment; respond to questions, provide information, and direct patrons requiring professional assistance to the Librarian as necessary.

Oversee circulation desk activities as assigned and check books, periodicals and other materials in and out according to established library policies and procedures; assist in maintaining the security of library materials; collect fees for overdue materials and specialized library services; count monies in the cash register and cash box.

Instruct patrons in the use of automated and card catalog systems and equipment; conduct library tours as requested by instructors and other groups.

Process new library materials to prepare items for shelving; affix pockets and labels; maintain shelf lists; shelve books, references, periodicals and other materials; participate in periodic inventory of the library collection and check for miss-shelving.

Receive interlibrary loan requests; mend and repair books and other library materials.

Assist in maintaining the library in a clean and orderly condition; assure student conduct is conducive to a studious learning environment.

Operate and maintain a variety of library machines and equipment including computers and terminals, copier, microfilm reader/printer, date machine and typewriter; load cartridges and paper and add toner as needed; operate a cash register and make change.

Open and close the library on assigned shift as required.

Train and provide work direction to student workers as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Library policies, procedures and terminology.

Location of various reference materials and library holdings.

Library of Congress classification system and subject headings.

Operation and use of automated and manual cataloging systems.

Operation of library automated systems, office machines and cash register.

Circulation processes and procedures.

Data entry and retrieval techniques.

Principles of training and work direction.

Library security measures.

Modern office practices, procedures and equipment.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

ABILITY TO:

Assist the Librarian by performing technical library duties related to cataloging, circulation, acquisitions, and processing book and non-book materials.

Receive, inspect and process library acquisitions.

Conduct bibliographic searches and assist in cataloging new materials.

Provide technical assistance to students and staff in locating reference materials, conducting research, and operating office machines and automated equipment.

Check library materials in and out according to established library policies and procedures.

Utilize automated and manual cataloging systems to locate library materials.

Shelve library materials according to established classification criteria.

Operate computer terminals, office machines and cash register.

Work cooperatively with others.

Communicate effectively both orally and in writing.

Bend, stoop, reach and stand for prolonged periods of time.

Assist in maintaining a clean and orderly library environment.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school, completion of specialized coursework in library science and two years of increasingly responsible library experience.

WORKING CONDITIONS: Work is typically performed at a desk, counter and computer terminal in a library environment. While performing the duties of this classification an incumbent regularly is subject to frequent interruptions necessitated by the need to serve all patrons including students, staff, faculty and community. May be required to work evening and weekend hours.

PHYSICAL DEMANDS: Employees regularly stand or sit for long periods of time; frequently move around work area; use hands and fingers to operate keyboards or other office machines; reach with hands and arms, bend, stoop, kneel or crouch to retrieve or shelve materials or file; speak clearly and distinctly to answer telephones and to provide information; see to locate, process and circulate media materials and assist patrons; hear and understand voices over telephone and in person and regularly lift, carry and/or move objects weighing up to 25 pounds.