

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SENIOR LIBRARY TECHNICIAN

BASIC FUNCTION:

Under the direction of the Dean of Arts, Letters and Learning Services, perform a variety of long range advanced level, technical processes. These will include cataloging of all types of library resources, include managing serials subscriptions and related records. Assist students, staff and others in locating and utilizing library resources, equipment and instructional laboratory support. Assist Librarians and Technicians with technical library and administrative support. Other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The Senior Library Technician Specialist is an advanced- level classification in the library technician series. Incumbents are distinguished from others in the library technician series by the responsibility to hire and/or train Technicians, Librarians and student workers in all areas of the library technician and assistant series: Acquisitions, Circulation, Serials, Technical Processing, Microcomputers, Audiovisual and Related Equipment, and the coordination of the functioning of all modules of the integrated library system. This requires advanced technical and specialized knowledge of all library operations, activities and support.

REPRESENTATIVE DUTIES:

Coordinate the acquisition of library materials including books, periodicals, special collections and non-print media using Library Operation System, and Electronic Networking Services. Must be able to develop orders for library materials, maintain budget records for them, and document that invoices are correct before being sent to the Dean's office for payment processing.

Coordinate the cataloging and processing of new resources, print and non-print, obtained by Spencer Library using OCLC, Library Operation System, and Electronic Networking Services. Copy Catalog Marc Records from OCLC to Library Operation System. Manually Catalog all library books and library materials with unique and exclusive catalog records into Library Automation System to Submit to OCLC.

Manage the technical processing of fiction, nonfiction, references, special collections, VHS, DVD, CDs and other library materials. Prepare for shelving: affix pockets and labels; maintain shelf list and shelf books; Participate in periodic inventory of the library collection and check for mis-shelving. Maintain Technical Processing Statistics: New Materials, Discarded / Withdrawn Materials, and Lost & Paid.

Plan and implement the periodicals, serials and journals budget in conjunction with Librarians and the Dean of Arts, Letters and Learning Services: prepare and maintain a variety of records, files and statistics, including financial records; communicate with subscription vendors to order materials and process periodicals, serials and journals claims for missing copies, incorrect expiration dates and other problems. Receive, check in and distribute new periodicals, serials and journals to shelves and other departments on campus; enter periodicals, serials and journals details onto Library Operation System and Network Cataloging Databases.

Process and submit an annual renewal of subscriptions to a designated subscription service; prepare and send a yearly update summary of subscriptions to campus departments heads; identify serial renewals to be added, continued or deleted.

Respond to reference inquiries from students, staff and the public, including telephone inquiries. Provide information and assistance to students and other patrons regarding the location, selection and utilization of references, books, periodicals, special collections and other library resources; demonstrate the use of automated catalog systems, indexes and automated databases. Refer patrons to a professional librarian for reference assistance.

Conduct special research as required. Communicate with faculty, District staff and other library personnel regarding special request of serials, reserve materials, student fines, status of items on order and inter-library loans of serials and other materials; receive, search and verify request for inter-library loan materials; compile bibliographies and reserve materials for faculty and students.

Conduct orientation and special interest tours of the library as requested.

Perform an annual inventory of the microfilm, and periodical collections: weed and delete materials as appropriate. Generate appropriate library automation systems reports before and after inventory. Maintain Serials Statistics: New Subscriptions, Discarded Subscriptions / Withdrawn Materials.

Preserve, mend and repair books and all library materials.

Prepare the lab for use by turning equipment on and checking to assure proper working condition. Operate, and instruct library patrons in the operation of computer terminals, copiers / printers (Terminal login and *Papercut*), related software and peripheral equipment. Provide assistance in recovering files, and train students in the use of databases, online catalog, various programs and the Internet.

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

Initiate the planning, installation, and the implementation of modifications to the library's operating system, in regards to all Technical support in Serials and Cataloging. Communicate with library's operating system to exchange information to resolve issues and concerns in Serials and Cataloging.

Library Webpage Administrator privileges. Update Spencer Library Media Center home page with pertinent information regularly.

Assume responsibility for a variety of specialized functions and projects related to the Spencer Library Media Center. Perform complex and responsible administrative assistance duties

requiring specialized and extensive knowledge of the Spencer Library Media Center assigned by administrator and Librarians. Compile information and data for reports and assist in the preparation of statistical and narrative reports. Conduct special research as required.

Answer telephone calls: Direct calls and visitors to appropriate personnel. Provide information and answer questions from students and the general public regarding programs, policies, procedures and regulations.

Coordinate communication and activities with other District departments and personnel, students, educational institutions, vendors, other outside organizations and the public.

Operate and maintain the office machines currently in use in the Library including copier, microfilm reader/printer, dubbing equipment, date charger machine, typewriter and cash register; load cartridges and paper and add toner to photocopiers as needed.

Train and provide work direction to student assistants, participate in the selection, assignment, scheduling, evaluation, discipline and termination of student workers as assigned.

Pick up library materials at book drops on campus and return them to the library.

Maintain the library in a clean and orderly condition, request maintenance and equipment repairs as needed; assure student conduct is conducive to a studious learning environment.

Open and close the library on assigned shift as required.

Perform other duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Library policies, procedures, and terminology.

District organization, operations, policies and objectives.

Library of Congress Classification System.

Cutter Tables to use in call number assignment.

Library reference materials and resources.

OCLC Online bibliographic data base and OCLC subsystems.

Ordering, receipt and processing of periodicals for library use.

Financial and statistical record keeping. Data entry and retrieval techniques.

Operation of office and specialized library equipment.

Location of various materials in the Library.

Operation and use of Library automated systems.

Circulation process, policies, and procedures.

Operation of microcomputers and related peripheral equipment.

Instructional methods used to assist students in the use of microcomputers and applications software.

Library security measures.

Modern office practices, procedures and equipment.

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

Interpersonal skills using tact, patience, and courtesy.

Principles of training and work direction.
 Telephone techniques and etiquette.
 Public relations techniques.

ABILITY TO:

Work independently with little direction.
 Perform advanced level technical duties in a community college library.
 Perform complex and technical duties to assist professional Librarian staff.
 Analyze situations accurately and adopt an effective course of action.
 Assist in the circulation, distribution and utilization of periodicals and other library resources.
 Provide technical assistance to library patrons.
 Read, interpret, apply and explain rules, regulations, policies and procedures.
 Conduct bibliographic searches and catalog new materials.
 Check library materials in and out according to established library policies and procedures.
 Use sophisticated library management software.
 Answer directional questions from library patrons.
 Shelve library materials according to established classification criteria.
 Operate a variety of office equipment such as microcomputers, calculators, copiers, scanners, facsimile machine, and a cash register.
 Operate computers, printers, and other computer peripheral equipment used to facilitate learning in an instructional lab environment.
 Assist students and provide instruction in the use of microcomputer equipment in an instructional lab environment.
 Establish and maintain cooperative and effective working relationships with others.
 Communicate effectively both orally and in writing.
 Work evening and weekend hours as requested.
 Bend, stoop, reach and stand for prolonged periods of time.
 Assist in maintaining a clean and orderly library environment.

EDUCATION AND EXPERIENCE:

Graduation from high school. And either completion of a library technician major, or a library technician certificate and three years of library experience, or five years of library clerical experience.

WORKING CONDITIONS:

Work is typically performed standing or sitting at a desk in a library environment. While performing the duties of this classification an incumbent regularly is subject to constant interruptions necessitated by the need to serve all patrons, including students, 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 moved around work area; use hands and fingers to operate keyboards of other office machines; reach with hands and arms, bend, stoop, kneel or crouch to retrieve or shelve materials or file; speak clearly and distinctly in English to answer telephones and provide information; see to locate, process, and circulate materials and assist patrons; hear and understand over telephone and in person and regularly lift, carry and/or move objects weighing up to 25 pounds.