

## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

### CLASS TITLE: LIBRARY TECHNICIAN

#### BASIC FUNCTION:

Under the direction of the Dean-Instruction, provide a variety of technical library assistance and information to students and staff with responsibility for an assigned area regarded as a library department such as circulation, technical processing and periodicals. Provide assistance in library departments outside of assigned area.

#### REPRESENTATIVE DUTIES:

Provide a variety of technical library assistance and information to students and staff with responsibility for an assigned area regarded as a library department such as circulation, technical processing and periodicals. *E*

Research and answer technical questions and provide assistance at the circulation or reference desk; provide basic explanations and directions to students regarding the use of electronic card catalogs, periodical indexes and other library reference materials. *E*

Coordinate circulation control of books, periodicals, videos, CDs, DVDs and other materials; check materials in and out of the library; provide reserve and cataloging assistance; supervise stack maintenance; assure materials are returned in a timely manner and assess fines for late materials received. *E*

Assist students and the public in obtaining library cards as well as remote access passwords; receive appropriate identification and enter into computer; issue library cards and file related information according to established procedures. *E*

Coordinate and manage the requisitioning and ordering of books and other materials for the library; receive books and verify accuracy of shipments; enter books using on-line catalog database and prepare for shelving. *E*

Process and renew microfiche subscriptions; maintain records of subscriptions; communicate with publishers and other personnel regarding deliveries, concerns and other issues. *E*

Communicate with patrons regarding book fines and lost book fees; print and distribute overdue and fine notices and other billings according to established procedures; receive payments for fines and remove from patron record; clear library holds. *E*

Provide inter-library loan services; process and search for materials through the OCLC or SIRCULS systems to obtain requested material; maintain and update circulation statistics. *E*

Receive, process and catalogue new library materials. *E*

Perform routine maintenance on library equipment; assist patrons with a variety of office machine, microfilm and microfiche operations. *E*

Monitor and perform repair and basic preservation of books; replace spine labels, bar codes and security strips, and type and replace lost or damaged call numbers. *E*

Operate a variety of office and library equipment, including a computer, microfilm and microfiche reader/printer, fax machine, and copier. *E*

Assist other library staff as needed; orient, train and provide work direction to assigned student workers; prepare and sign student time sheets for assigned library area. *E*

Collect, compile and compute library statistics related to assigned department and generate statistical reports as necessary. *E*

Maintain group-study room and library tour reservation calendars and monitor group-study room access.

Participate in library planning and policy setting; assist with budget preparation activities.

Pick-up, sort and distribute library mail and parcels; deliver out-going mail according to established procedures.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Library technical processes related to the acquisition, cataloging, classification and circulation of library materials.

Library of Congress Classification System.

Principles of training and providing work direction.

Library policies, procedures and terminology.

Library organization, operations, policies and objectives.

Operation of a computer and data entry techniques.

Modern office practices, procedures and equipment.

Oral and written communication skills.

Filing and record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

OCLC and SIRCULS on-line bibliographic data base and subsystems.

**ABILITY TO:**

Provide technical library assistance and information to students and staff.

Process incoming materials and perform related clerical duties.

Assist students and others in the use of library materials and equipment.

Operate a variety of office machines including a computer, microfilm and microfiche reader/printer, and fax machine.

Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.

Train and provide work direction to library personnel.

Prioritize and schedule work.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years college-level course work in library science (or possess a Library Technical Certificate) and two years increasingly responsible library experience in an automated library environment.

**WORKING ENVIRONMENT AND PHYSICAL DEMANDS:**

*Disclosure:*

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Indoor Environment:*

Position requires dexterity of hands and fingers to operate a computer terminal and other library and office equipment, sitting or standing for extended periods of time, bending at the waist, speaking and hearing to exchange information, moderate lifting (15-44 pounds), carrying, pushing or pulling, and reaching overhead, above the shoulders and horizontally.

Environment subject to constant interruptions. Incumbents may be exposed to dust, dirt and mold and contact with dissatisfied or abusive individuals.