Library Technician

Administrative Procedure 2.B.170

Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 16
Legal Reference:

Date Adopted: September 5, 1991
Date Amended: August, 2000, October, 2006; September, 2012

Philosophy

Evergreen School Division believes in a system that fosters respect, caring and good communication within and outside the school division. The major goals and tasks of the employees of the division are to honor these values in the daily interactions with staff, students and the public and to assist in the development and implementation of a quality education system. Confidentiality is an expectation of these positions of trust in our public school system**.**

General position description

Under the direction and supervision of the Principal, the Library Technician is responsible for the operation of the library and for maintaining the schools' information technology resources

Responsibilities and Duties

1. **Acquisitions**
    - Assist in the selection of materials, including print-based, digital and online resources
    - Check requests against holding and order files
    - Maintain acquisition files
    - Maintain an up-to-date collection of publishers' and producers' catalogues
    - Receive materials and claim materials not received
    - Maintain periodical records
    - Prepare materials for bindery
    - Prepare purchase requisitions and/or place orders under the authority of the Principal
    - Keep teaching staff informed of new acquisitions to the library

2. **Cataloguing and Classification**
    - Verify cataloguing information in commonly used sources
    - Apply basic cataloguing rules for description
    - Apply the Dewey Decimal Classification System
    - Maintain authority files and cross references
    - Maintain the automated catalogue according to recognized cataloguing stats

- Process materials: import or download marc records, manipulate copy information, barcode and any additional processing such as spine labels, book jackets etc. and supervise such processing (clerks, students, volunteers, etc.)
- Code, input, manipulate and edit information to meet the requirements of the automated library system
- Repair resources
- Weed out resources that are unused over a period of time or currently deemed inappropriate for the school library

3.   Provide assistance to students and staff
- Assist in the location, collection and borrowing of resources
- Assist the teacher with book talks to groups of students
- Read to and/or assists with reading in library and with library activities
- Assist with supervision of students in library

4.   Circulation
- Administer the circulation desk (statistics, files, generate and distribute overdue notices, etc.) and supervise clerks, students, volunteers
- Perform shelving and shelf maintenance
- Handle inter-library loans including bibliographic verification

5.   Reference
- Answer routine reference questions using standard reference tools
- Refer reference questions requiring further course content knowledge to teaching staff
- Assist students to access the automated library system to serve their educational needs
- Select resources to support curriculum needs
- Assists students and/or teachers in locating and selecting library resource materials and in use of library database and associated software, online resources, searches as appropriate

6.   Professional Development
- Participate in/contribute to professional or technical associations
- Review technical/professional literature regularly to keep informed of developments
- Participate in workshops and seminars to increase own knowledge
- May take formal courses to increase own knowledge of professional or technical field
- May visit other libraries to observe operations and activities

7.   Maintain inventories and records of equipment use
- Keep inventories of all library resources
- Keep a record of all equipment being removed from the library for use in other areas of the school

8. Manage shared information technology resources (e.g. laptop carts)
- Develop and maintain schedules for shared school information technology resources
- Ensure that shared information technology resources are maintained and inventoried daily

9. Troubleshoot information technology service issues
- As per provided training, attempt to solve minor information technology issues in the school
- Troubleshooting should also include maintaining the library system functionality, as well as any other shared electronic or a/v equipment
- Refer unsolved information technology problems to the Information Technology Manager

10. Other (library related)
- Assist in library orientation programs
- May represent library at official functions
- Create/produce library publicity materials, such as booklists, exhibits, promotional handouts, newsletters, bulletin board displays
- Organize and run Book Fairs
- Develop communication with students, staff, and parents regarding library events

11. Perform other school related duties as may be assigned by the Principal from time to time including
- Attending staff meetings
- Assigned duties during fire drills

Skills and Qualifications
- Knowledge of data base management, spreadsheet and word processing applications
- Knowledge / experience with integrated library management systems
- Knowledge of library procedures and record management
- Information technology related problem solving skills
- Exceptional interpersonal skills with children and adults
- Ability to work with minimal supervision to manage multiple demands
- Ability to place orders and manage budgets
- Knowledge of office procedures and administration
- Effective written and oral communication skills and ability to request and convey information in an appropriate manner

Employment Requirements

- Grade 12 minimum or equivalent <u>and</u>

Certified (Library Technician)
- Library Technician Certificate or post-secondary library services training
Uncertified (Library Clerk)
- Minimum of one post-secondary course specific to technical library skills such as cataloguing, records management and equivalent
- One year specific library experience or two years related office administration and/or records management experience