

LIBRARY TECHNICIAN

**CLASS SUMMARY**

Under direction - performs a variety of complex clerical and sub-professional library work requiring specialized knowledge; performs related duties as required.

**REPRESENTATIVE DUTIES**

Supervises circulation desk, resolves problems encountered in producing or correcting sets of catalog cards and in filing them; participates in and directs a variety of clerical library duties; prepares and up-dates records on overdue books, fines, book reservations, lost books, and statistics of loaned books and magazines; interprets rules and answers student questions regarding the use of library facilities; trains and oversees student assistants; maintains over-due file follow up for payment; checks, verifies and maintains card-catalog entries; supervises periodic and regular inventories; accessions and processes new books and non-book material; maintains weekly and monthly statistics of materials added or withdrawn and compiles material for an annual report from such data; maintains procedures manual; keeps various accounting records; processes audio-visual materials, orders, receives, records, shelves and circulates all periodicals and microfilm materials; provides information on-site or over the phone.

**ORGANIZATIONAL RELATIONSHIPS**

This class reports to the librarian responsible for the functions assigned to this Technician. Part-time student helpers frequently are assigned to these Technicians for supervision.

**DESIRABLE QUALIFICATION GUIDE**

**Training and Experience**

Graduation from high school or the equivalent; two years of responsible office clerical experience, at least one of which must be in a library; and 12 semester units in Library Science or Library Technology. Two years of Library work experience may be substituted for the 12 units.

LIBRARY TECHNICIAN (Continued)

**Knowledge and Abilities**

Good Knowledge of: library and audio-visual circulation procedures, records, files and statistics; the technical aspects of classification of library materials; technical sources of information for library operations; office and clerical techniques; filing, record-keeping and record-checking methods; oral and written English, grammar, spelling, and vocabulary; library terminology and procedures.

Knowledge of: English composition; basic arithmetic; office equipment; principles of supervision, scheduling and training for student workers.

Ability to: schedule, supervise and train several student workers in circulation operations; assist patrons in utilizing library resources; checks records and work of others; maintain statistical-use records and prepare reports; classify library books and materials; demonstrate the use of reference sources; learn new library techniques; read and apply technical library materials; follow oral and written instructions and procedures.

Skills: ability to type copy and figures accurately.