

### Level III - LIBRARY TECHNICIAN

**\*Note:** this document is a sample of the type of work a high-level library worker might do. It is not intended to be comprehensive, nor is it a legal document of any kind. It does not specifically represent any union, state, or local job description.

**Definition:** With limited direction from a supervisory Librarian (or Library Director), does the work involved in such library functions as ordering, purchasing, cataloguing, classifying, preparing, shelving, and/or binding books and related library materials, and in providing various library services to users; does related work as required.

**Suggested Minimum Education:** Four (4) years of experience demonstrating practical knowledge of library functions, services, terminology, techniques, procedures, and standard tools or comparable experience, OR four (4) years of college and some library experience.

#### **Examples of Work May Include:**

- Does the work involved in ordering, checking, purchasing, classifying, cataloguing, preparing, binding, and shelving books and other library materials
- Instructs in the selection and use of appropriate tools and techniques for finding information, conducts searches for materials
- Assists patrons with topical research utilizing the tools available (including online catalog, databases, reference materials, etc.)
- Assists patrons with use of library resources and equipment
- Provides access to materials, services and programs to meet needs of diverse users (adult and children)
- Develops programming for library users (age-appropriate)
- Provides access to government publications and documents
- Provides access to special collections and archives
- Provides services and programs to homebound, disabled, institutionalized or other underserved patron populations (outreach)
- Selects source materials and books and prepares recommendations for the acquisition of equipment and supplies needed for the maintenance of the collection
- Screens the collection for outdated or unused materials following established guidelines
- Supervises ILL activities, updating systems and maintaining statistics
- Supervises and trains library assistants, and may evaluate performance; may train library technicians
- Confers with unit supervisors regarding the establishment of proper standards and recommendations for the organization of the technical aspects of the library
- Devises manuals, bibliographies, lists, and charts for the use by staff, and for use by instructors
- Participates in the training of employees and instructs them in the use of library materials and research methods as required
- Advances learning, teaching, and research through information literacy
- Establishes and maintains essential library statistics, records and files
- Analyzes library statistics, writes or contributes to reports
- Assists with budget allocation and expenditures as needed
- Provides advanced book repair services and evaluation
- Analyzes community data to determine collection development needs as they may change and need updating over time
- Selects materials to update the collection, selects vendors and maintains contact with vendor representatives as needed
- Performs and/or maintains authority control of library collections
- Assists patrons with reference questions, instructs in the used of appropriate tools and techniques for finding information

- Assists with installation and configuration procedures for hardware and software

**Knowledge and Abilities:**

- Knowledge of basic local library policies and procedures
- Knowledge of library mission and patron base
- Knowledge of departments and services of the library, also library personnel and hierarchy
- Knowledge of library's participation in consortiums, networks, or other resource-sharing organizations
- Ability to collect and compile statistics
- Ability to prioritize and organize tasks
- Ability to understand and demonstrate customer service philosophy
- Knowledge of general library terminology
- Ability to work effectively in groups, and establish and maintain working relationships with users and staff
- Ability to work well independently and be goal-oriented
- Displays good communication skills, and interacts well with all kinds of people, using English both verbally and in writing
- Ability to recognize, encourage, and appreciate diversity and individuality in both patrons and staff
- Knowledge of library classification system with the ability to do shelving and shelf reading
- Ability to pay attention to detail
- Ability to introduce users to all library services
- Ability to use the entire library collection to satisfy user requests
- Knowledge of library's circulation system and public access catalog
- Knowledge of fine and fee policies, and cash and security procedures
- Familiarity with interlibrary loan procedures and policies
- Knowledge of and ability to operate equipment and do minor repairs
- Knowledge of Internet and database search techniques and information retrieval tools
- Knowledge of cataloging utilities (OCLC, Library of Congress, etc.)
- Familiarity with MARC format, cataloging rules, subject headings, and classification schemes
- Knowledge of appropriate methods and techniques for materials processing, storage and preservation
- Familiarity with the ethics and values of the profession, including an understanding of the Library Bill of Rights, the ALA Code of Ethics, freedom of information, confidentiality of library records, and privacy issues
- Ability to recognize ethical issues and deal with unethical practices/decisions
- Ability to introduce users to all library services and equipment, and provide advanced instruction if needed
- Knowledge of online computer automation system used by the library
- Knowledge of word processing and other software, particularly software used in the library
- Knowledge of library copyright requirements and responsibilities
- Familiarity with reader's advisory issues and resources
- Ability to deal with disruptive patrons and emergency situations
- Knowledge of the publishing industry, and vendors from which the library acquires materials, supplies, equipment and services
- Knowledge of procedures for verifying and ordering materials, receiving orders, resolving problems, and accounting for expenditures
- Knowledge of cataloging utilities (OCLC, Library of Congress, etc.)

- Understanding of the value of participating in professional development opportunities, including certification, continuing education, staff development, and professional associations
- Ability to communicate and promote the library's value and services to staff, volunteers, users and the community
- Knowledge of new developments in library services and products through reading and networking
- Ability to handle multiple tasks at one time
- Knowledge of database operating systems and procedures