DEFINED

To perform routine technical and clerical work in support of the various sections of the library; to assist in processing and maintaining library materials; and to provide general assistance to library patrons.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Library Media Technician series. This class is distinguished from the Library Media Technician II by the performance of the more routine tasks and duties assigned to positions within the series including basic processing and maintenance of library materials. Since this class is typically an entry level class, employees may have only limited or no directly related work experience.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from higher level library staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Assist in preparing print and non-print materials for introduction into the library collection; attach labels, security strips and book covers; stamp materials.

2. Repair damaged books and periodicals; replace torn and missing pages; clean book jackets and surfaces; replace old and faded spine labels; request supplies and equipment for book repair functions.

3. Secure interlibrary loan requests; research on-line and other bibliographic databases; retrieve location records and process periodical materials.

4. Process materials for mailing; retrieve, label and package materials; make appropriate computer entries.

5. Process incoming and outgoing instructor reserve materials, insert security strips and produce and apply designation labels; bar code and enter instructor reserve item into the computerized catalog system.
6. Prepare and maintain manual and computerized records of instructor reserve materials; send lists of materials to each instructor for verification of continuity at semester end.

7. Process microfilm requests received for display and use by students; verify chronological receipt and maintain records; report missing reels as required.

8. Respond to general questions and inquiries from library patrons; work at the circulation desk to charge and discharge materials to students; provide assistance in the use of the on-line catalog system.

**Marginal Functions:**

1. Assist in film booking; process films for shipping to designated lenders; order and extend films and videos as needed.

2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Basic operations and services of a college library.

Basic library terminology.

Operational techniques of an on-line library catalog system.

Methods and techniques used to repair damaged library materials.

Modern office procedures, methods and equipment including computers.

Principles and procedures of record keeping.

**Ability to:**

Assist in processing and maintaining library materials.

Repair damaged library materials.

Process various instructor reserve requests.

Operate a computerized library catalog system.

Respond to requests and inquiries from students and faculty.

Prepare and maintain manual and computerized files.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

One year of technical library experience is desirable.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in library science or a related field.

WORKING CONDITIONS

**Environmental Conditions:**

Library environment; exposure to computer screens; extensive contact with students and faculty.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; moderate or light lifting; extensive use of computer keyboard; near visual acuity for reading computer screens.