PALOMAR COMMUNITY COLLEGE DISTRICT

LIBRARY MEDIA TECHNICIAN II

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a wide variety of technical and clerical library work including acquiring, cataloging and circulating either periodicals, audio and visual media, books or other library materials; to provide general information and assistance to library patrons; and to perform a variety of duties relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Library Media Technician series. Employees within this class are distinguished from the Library Media Technician I by the performance of the full range of duties as assigned including receiving, cataloging and circulating library materials. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Library Media Technician in that the latter exercises functional and technical supervision over lower level library staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general 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. Prepare library materials including books, periodicals, microfilm and media materials for introduction into the library collection; create bibliographic records in the on-line cataloging system for new materials.

2. Perform original cataloging functions according to Library of Congress Classification Schedules and Subject Headings; input records into on-line database; bar code all new cataloged materials; assign call numbers and determine where book will be located.

3. Assist in choosing new films for inclusion in the library collection; process purchase orders for media to be bought.
4. Secure interlibrary loan requests; research on-line bibliographic databases and other indexes; retrieve location records and process periodical materials.

5. Process instructor reserve materials for shelving; insert security strips and produce and apply designation labels; bar code and enter each instructor reserve item into the computerized catalog system.

6. Prepare and maintain manual and computerized records and files of instructor reserve materials; send lists of materials to each instructor for verification of continuity at semester end.

7. Check out various library materials to patrons; check in and prepare materials for return to the circulation collection; register new patrons; issue new bar coded library cards; sort and file cards; input student I.D. numbers into the on-line computer system.

8. Respond to patron in-person requests for library materials, services and information; locate various information in the on-line library catalog and reference system.

9. Respond to requests from instructors for the reservation of various media materials; secure films and videos for distribution.

10. Renew subscriptions including magazines, journals, indexes, newspapers and CD-ROM products; maintain the periodical budget; post subscriptions to renewal data base; work with claims representatives to research and resolve discrepancies.

11. Participate in ordering new library materials; search for duplication of items in current on-line catalog system; input order information into computer; calculate cost, tax and shipping charges.

12. Catalog and process continuations; receive and check books against invoice to verify for accuracy; check duplicates and verify that all continuations follow succession.

13. Create and maintain Ready Reference shelf; remove outdated materials; create and maintain a database of reference items.

14. Update Machine-readable Computer Records (MARC); export MARC records from the on-line cataloging system into the library database; produce reports to verify accuracy of materials.

15. Evaluate and send out all overdue notices, fines and lost book bills; prepare suspension hold forms; calculate fines and book costs; prepare notices and mail to campus records office.

**Marginal Functions:**

1. Perform general clerical work; type a variety of documents and correspondence; answer phones; enter information into computer; maintain files and records; receive, sort and distribute mail.

2. Perform related duties and responsibilities as required.
QUALIFICATIONS

Knowledge of:

Operations and services of a college library.
Use and application of library terminology.
Methods and techniques of library material classification and cataloging.
Computerized cataloging, bibliographical and circulation system data bases.
Modern office procedures, methods and equipment including computers.
Principles and procedures of record keeping.
Methods and techniques of customer service.
English usage, spelling, grammar and punctuation.

Ability to:

Apply library practices and procedures in the cataloging and processing of library materials.
Operate computerized cataloging, bibliographical and circulation system data bases.
Process various interlibrary loan and instructor reserve requests.
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:

Two years of increasingly responsible technical library experience.

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.