

MIDDLE SCHOOL LIBRARY TECHNICIANDEFINITION

Under the general direction of the Principal, the Middle School Library Technician is responsible for developing and maintaining all aspects of a multi-media program focused on complementing the curriculum needs of the school; to perform professional library work related to ordering, processing, distribution, maintenance, and storage of a wide variety of print and audio-visual materials; to keep appropriate records, and do related work as required. The Middle School Library Technician assists students and teachers in the use of library facilities, equipment, and materials. The Middle School Library Technician is responsible for the supervision of the library, individually or in conjunction with co-workers.

DISTINGUISHING CHARACTERISTICS

Positions in this class are assigned to a middle school. The duties require a practical knowledge of library terminology and standard library practices which can be gained by experience in library technical work or by specialized training. Incumbents are expected to perform a variety of library procedures and materials related technical tasks, demonstrate proficiency in the use of audio-visual and basic standard office equipment. They work under the general supervision of a site administrator and may supervise the work of clerical help, student workers, or volunteers.

ESSENTIAL FUNCTIONS:

Acquires all media material, including library text, classroom textbooks, and computer software, within budgetary guidelines and in support of curriculum needs.

Ensures the availability of timely, current, relevant and quality media material to students and faculty.

Develops and maintains an easy to use and technically accurate inventory management system of all media/text.

Assists students and staff in becoming familiar with procedures, arrangement, location, and media in the library.

Prepares budget and plans for ongoing operations, modernization and technology. Initiates quality improvements to the library system to keep up-to-date with current trends.

Charges and discharges media. Manages collection process for over-due, lost or damaged text.

Types orders, receives, classifies, and catalogues library media and departmental related materials.

Compiles circulation statistics and other library information.

Performs bibliographic verification of recommendations for purchases.

Maintains files in card catalogue according to A.L.A. standards and records of library inventory.

Maintains periodical check-in records and related correspondence.

Oversees the operation and maintenance of various office equipment including copiers, audio-visual and a large number of personal computers.

Assists in the ordering and circulation of samples of new instructional materials for evaluation by certificated staff.

Prepares exhibits, displays, and bulletin boards; maintains an orderly and appropriate library environment.

Performs other duties as assigned and are reasonably related to the position.

QUALIFICATIONSKnowledge of:

Library terminology and standard library practices and techniques including library filing systems and the Dewey decimal system; the types and uses of media and the literature, publications, and the typical terminology related thereto; standard reference books and other reference and bibliographical tools; budgeting and financial recordkeeping.

Ability to:

Establish and maintain rapport with students on an individual basis or in groups; pursue work in an organized manner despite numerous interruptions; cope with the varied nature of the tasks in an expedient manner; catalogue and classify typical varieties of library media and locate appropriate media materials to fill the needs of students and staff members; keep accurate records and prepare reports from a variety of information including financial and statistical data, and lists of library media; operate standard office and library equipment; perform responsible clerical work accurately; type at a speed of 40 words per minute; understand and carry out oral and written instructions; establish and maintain cooperative working relationships with students staff and public.

Experience:

Two years of increasingly responsible subprofessional library experience, including work in media acquisition, cataloging, reference, audio visual, and compilation of bibliographies.

Education:

Equivalent to completion of the twelfth grade and coursework in library science. Completion of minimum requirement for a Library Technician Certificate (21 semester units) is preferred.