

## POSITION DESCRIPTION

### Library Reference Technician

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**Position** ..... Library Reference Technician

**Department/Site** ..... Language Arts & Library

**FLSA** ..... Non-Exempt

**Evaluated by** ..... Library Supervisor

**Salary Range** ..... 33

#### **Summary**

Provides technical library services connected with research, reference, and bibliographic services. Provides circulation and other customer services that enhance use of and access to library and media services. Contributes to the progressive development of patron information competencies and research skills by providing reference assistance and bibliographic instruction, by participating in the selection and management of the library's print, non-print and electronic resources

#### **Essential Duties and Responsibilities**

- Provides assistance to patrons at the reference desk using the library's on-line system and other resources. Provides intermediate level reference services to students and staff using automated and manual resources. Provides instruction and direction to patrons to enhance research outcomes.
- Promotes the library's collections and services. Participates in the preparation of bibliographies and reference guides. May deliver bibliographic instruction to patrons.
- Process print and non-print materials for introduction into the library materials collection, including cataloging, preparing acquisitions in the on-line card catalog, typing and verifying labels and pockets and affixing identification labels to materials.
- Maintains and monitors periodical subscriptions, ensuring complete listing and documentation of holdings.
- Prepare a variety of records and lists for the library including subject bibliographies, acquisition and circulation lists. Maintains up-to-date manual and electronic card catalogs.
- Assists students, staff, and the public by answering questions on the use of the library, internal and external resources, and location of materials. Provides instruction on the use of computers in the library. Processes a full range of library material and fee transactions.
- Conducts "walk-and-talk" orientations for students in areas such as general use of the library, periodical research, bibliographic search, internet search, or use of electronic media.
- Performs bibliographic verification or searching involving either manual or computerized techniques requiring accuracy and knowledge of library terms and bibliographic elements.
- Processes inter-library loan requests. Searches and transfers requested materials to locations and individuals. Monitors in-and-out distribution and location of publications.
- Processes and maintains records for requests, receipts, and returns of cooperative library system materials.
- Prepare and deliver bibliographic instruction to groups, in classroom and electronic environments.
- Conduct end user training in research techniques.
- Analyzes printed materials and creates indexes or other reference sources which provide access to a specialized area
- Performs the duties of a Library Media Technician II.
- Performs other duties as assigned that support the overall objective of the position.

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#### **Qualifications**

##### **Knowledge and Skills**

- Requires specialized knowledge of library reference services, sufficient to perform intermediate referencing.
- Requires knowledge of and skill at conducting bibliographic searches.
- Requires an in-depth procedural knowledge of library methods, practices and terminology including use of library card catalog and basic reference sources.
- Must have a complete understanding of the Dewey Decimal System of classification and the American Library Association rules for filing catalog cards.
- Requires a basic knowledge of machine-readable classification and coding.
- Requires a working knowledge of automated carding systems and records.
- Requires a complete understanding of library operations, goals and objectives.
- Requires sufficient communication skills to convey specialized concepts to students and to resolve urgent student needs.
- Requires sufficient arithmetic skills to arrange materials in numerical sequences and to calculate sums.
- Requires sufficient writing skills to document instructions on use of library services.

##### **Abilities**

- Must be able to perform all of the duties of the position with only general supervision and support.
- Requires the ability to perform intermediate referencing and bibliographic services.
- Requires the ability to follow detailed procedures such as standard library cataloging and filing rules.
- Must be able to maintain a well-organized and attractive library setting.
- Must be able to apply and explain library services, layout, rules, and policies.
- Must be able to maintain the circulation area in a manner conducive to support research and studying.
- Requires the ability to deal courteously with library patrons including students and faculty.
- Must be able to perform routine clerical and record keeping duties.

#### **Physical Abilities**

- Incumbent must be able to function indoors in an office and/or library circulation desk environment engaged in work primarily of a sedentary to moderately active nature.
- Requires hearing and speech ability for ordinary conversation and to project voice to a small group.
- Requires sufficient manual and/or finger dexterity to type/keyboard and otherwise operate microcomputers and other office equipment.
- Requires ambulatory ability to sit, walk, to move about office and campus environs, and to lift and carry light to medium weight materials on an intermittent basis.

#### **Education and Experience**

- An associate degree, or the completion of at least sixty (60) college-level semester units, and two years of library reference and bibliographic experience; or, in the absence of an associate degree, or the completion of at least sixty (60) college-level semester units, four years of library reference and bibliographic experience.

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#### **Licenses and Certificates**

- May require a valid driver's license.

#### **Working Conditions**

- Work is performed indoors where minimal safety considerations exist.