

LIBRARY MEDIA TECHNICIAN

DEFINITION

Under general supervision, performs a variety of paraprofessional student assistance and oversight and library support duties in the operation of a school library; and performs related work as assigned.

CLASS CHARACTERISTICS

The Library Media Technician is responsible for overseeing and maintaining a multi-media school library to support the curriculum and educational and recreational reading needs of the student. Assignments vary from charging books and other materials in and out, shelving materials, assisting students using computers, to assisting in the selection of books and implementing reading incentive and story telling programs. All positions require the ability to use automated library systems and assist students in the use thereof.

EXAMPLES OF DUTIES

Oversees student activities in the library, enforces library rules and maintains a positive library environment; ensures that the library is in a neat and orderly condition.

Organizes and maintains library records system, including records of circulation and student usage of library materials.

Organizes and prepares schedules for library usage; conducts library-related activities, such as book fairs, library clubs and reading incentive programs.

Assists in the selection of and prepares requisitions for new books and library resources and library supplies.

Classifies and processes incoming library books and library materials; prepares bibliographies and resource lists.

Prepares library bulletin boards and displays.

Mends and repairs library books and library materials.

Weeds and inventories library collections; shelves library books, stores library materials and ensures that resources are stored correctly and accessibly.

Charges library books and materials in and out to students and staff; trains and supervises students and other assistants in automated circulation procedures, methods of accessing library resources and a variety of library-related tasks.

Stores and circulates audio-visual and library computer hardware and software; tracks library equipment and computer hardware sent out for repair.

Provides guidance to students in general library usage; assists students and staff with computerized information retrieval; maintains internet bookmarks to assist staff and students.

Assists and supports students and teachers in finding books and related library materials.

Prepares and distributes library overdue notices, lists, and notifies appropriate individuals; collects fees for lost or damaged library materials.

Reads or tells stories to classes; gives book-talks to encourage library usage and enjoyment.

QUALIFICATIONS

Knowledge of:

Age appropriate books, materials and multi-media resources.

Basic library procedures, terminology, processes and materials.

Library resources and references and correct shelving practices.

English usage, spelling, grammar and punctuation.

Techniques for communicating with students of various ages.

Computerized informational retrieval systems, including circulation and other library and standard office technology.

The operation of media and audio-visual equipment and office equipment.

Record keeping practices and procedures.

Skill in:

Using library systems technology to create and maintain records, generate reports and retrieve information.

Working with students and staff in utilizing and maintaining the library/media collection.

Performing general office support and paraprofessional library duties.

Speaking clearly and reading stories that capture student attention.

Operating a variety of office equipment including computer and multi-media resources used in a school library.

Establishing and maintaining cooperative working relationships with those contacted in the course of work.

Education:

Equivalent to graduation from high school supplemented by related post-secondary coursework in library technology or a related subject.

Experience:

Two years of library paraprofessional or office support experience. Experience working in a school setting desirable.

Physical Demands:

Must possess mobility to work in a standard library setting and to use standard library, office and multi-media equipment, including a computer; strength to lift and carry books or equipment weighing up to 20 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

N: 12/68 R: 11/85 R: 3/80 R: 2/97 R: 2/81 R: 2/97 R: 2/03