

## SECONDARY LIBRARY TECHNICIAN #008

CUPE 2357 – Level 5

### **CORE FUNCTION:**

Under the direction of the Principal, the Library Technician operates the school library and information services to meet the needs of staff and students; promotes authors, books and special events; performs administrative functions associated with the library and/or school; coordinates volunteers' activities; and performs other duties, as assigned by the supervisor.

### **MAIN DUTIES:**

Operates the school library:

- receives and checks library book orders against packing slip and follows-up/resolves problems, as necessary
- verifies accuracy of billing
- stamps ownership, affixes bar code, security strip, pocket card, and spine label
- catalogues and process library material
- receives, maintains and organizes the periodical collection
- maintains board and Ministry of Education documents as well as supplier purchasing catalogues as resource
- maintains databases used in the secondary school libraries
- checks books in and out of the library
- instructs staff and students on how to use the library
- assists staff at the circulation desk and conducts searches
- updates the LibrarySoft database
- removes material which has been withdrawn from the collection
- generates reports using LibrarySoft
- assesses and collects fines
- shelves material
- produces overdue notices
- shelf reads to ensure proper order of materials
- orders material, as necessary

Promotes authors, books and special events:

- initiates and maintains library/school displays
- promotes books or authors in the form of displays, presentations, book fairs
- arranges for special visits by authors
- generates a timely listing of library activities and newly acquired materials
- organizes student library-associated clubs and activities

Performs administrative functions associated with the library/school:

- assists in the expansion of the book collection, based on budget, curriculum, students' interests and needs, etc.
- weeds out damaged, dated, or under utilized material
- maintains an inventory of the schools' book/material collection
- repairs books, as necessary
- serves as a contact person with the school board's central resource centre
- attends staff meetings, as required
- participates in the broader school community as a volunteer for specific committees/activities
- organizes resource centre student monitors
- prepares an annual report for the library
- establishes a schedule for class visits to the library
- orders supplies to maintain adequate audiovisual stock levels
- establishes, maintains and amends library rules and regulations
- monitors students
- initiates and processes interlibrary loan requests

Coordinates volunteer activities:

- recruits, trains and assigns duties to library volunteers
- provides guidance and training to co-op students

#### **SUPERVISION OF STAFF:**

There is no supervisory responsibility

#### **QUALIFICATIONS:**

- Secondary school graduation
- 2 year Community college diploma – i.e. Library Technician diploma
- 3 years of related experience
- Expertise with L4U, computer hardware and software, CD-ROM's, various AV equipment
- Excellent organizational, interpersonal, oral and written communication skills

Individuals who possess an equivalent combination of education and experience may also be considered.