

**SALEM COMMUNITY COLLEGE
POSITION DESCRIPTION**

Position Title: Library Technician (part-time)

Salary Grade: \$9/hour

Minimum Qualifications:

Education: Associate Degree

Experience: Two years work experience in library setting

Required Knowledge/Skills/Abilities:

- Thorough knowledge and understanding of the nature and function of libraries:
 - Library services
 - Policy and procedures
 - Bibliographic tools and records
 - Publishing and publication formats
 - Library information storage and retrieval systems
- Ability to explain technical material such as local and national library standards and rules
- Computer proficient with Microsoft Windows, Office XP and the ability to resolve basic library technical support problems
- Computer proficient with MAC operating system
- Ability to participate in alphabetic and numeric filing of the collection
- Ability to communicate effectively both orally and in writing
- Ability to work independently on multiple tasks with limited supervision

Reporting Structure:

Reports to: Manager of Library Services

Supervises: N/A

Schedule: This is mostly a day shift position, however, flexibility is needed which may include some evenings &/or weekends.

Responsibilities of the Position:

1. Makes adjustments to print and online records.
2. Enters new materials into library's automated systems (LOGIN) and deletes weeded items as instructed.
3. Maintains system for non-receipt of materials that includes noticing the individual, collection of fines and monthly reporting of activity.
4. Manages interlibrary loan requests ensuring completeness and accuracy.
5. Coordinates the technical service aspects of a public service unit such as the input, maintenance, and accuracy of manual and computerized bibliographic files (Edits, problematic bibliographic entries for library's online automated system and databases.
6. Coordinates bindery or restoration and repair activities (Solves bindery problems and determines from guidelines the appropriate style, alternatives and treatment of materials) as instructed.
7. Assesses value, condition and potential use of material and notices librarian when applicable.
8. Provides basic reference services to users such as answering routine requests for information using standard reference sources and providing correct citations for incomplete and inaccurate bibliographic descriptions.
9. Provides individual instruction on the use of online catalog and other library systems, equipment, services, and facilities.
10. Checks out and renews books and material loans for the library using the automated system (LOGIN).
11. Monitors the physical processing of newly acquired materials such as property stamping, security stripping, attaching call number labels, bar-coding, insertion of pockets, and/or adding due date slips.
12. Sorts, packs and unpacks materials going to and returning from commercial binders, verifying bindery shipping and receiving records.
13. Check lost/overdue notices against the shelves for possible actions and document.
14. Maintains stacks neatly and in good order.
15. Keeps un-shelved materials in one location and in a neat arrangement.
16. Keeps end labels current.
17. Evaluates withdrawn notices for possible replacement and document.
18. Other duties as assigned.

Application Instructions

Position will remain open until filled; however, preference will be given to application submissions received by August 16, 2010. Qualified candidates should send a letter of application outlining how their qualifications meet the requirements of this position, a current resume, and the names of 3 professional references to: employment@salemcc.edu. Please include title of position you are applying for in the Subject Line.

AA/EOE