

Job Description/Title: Library Specialist → Library Specialist-Technical Services
Approved, Bargaining Unit President:
Approved, MPC Associate Dean, Human Resources:
Board Approved: 6/27/2013

MONTEREY PENINSULA COLLEGE

LIBRARY SPECIALIST-TECHNICAL SERVICES

JOB SUMMARY

Under general direction, provide complex and technical duties involving the ordering, processing and distribution of books and other printed materials for the Library using a variety of current on-line library systems; perform more complex technical library work including searching varied data bases, entering records in data bases, compiling and maintaining library statistical data; maintain currency with new library technologies such as on-line search engines and library related programs.

EXAMPLES OF FUNCTIONS

Essential Functions

Advise on use and policies regarding technical processing.

Perform varied technical duties in connection with the ordering and acquisition of books and other printed library related materials; and disposal/recycling of withdrawn items; establish and maintain vendor relationships.

Receive, process and prepare all new library materials for use; update various collections and lists to maintain up-to-date collections and records.

Act as liaison in accepting donated materials; maintain records and inventory; establish and maintain relationships with donors.

Search automated databases for a variety of materials requested by students/faculty/staff, making additions or deletions, and performing routine copy cataloging.

Develop forms, filing systems, and other procedures for materials processing, including covering, labeling, cleaning and repairing of materials; use word processing, spreadsheet and/or database programs to maintain statistics; produce letters, memos, and reports as necessary.

Compile information on library acquisitions; provide public documents; consult fiscal records for payment information; maintain paper and computer files to correct detailed outstanding orders and acquisitions.

Interpret policies, rules, and regulations regarding access to collection and use of materials; informs library staff concerning policy problems or modifications; determine library privileges by verifying individual status.

Assist in reclassifying books; enter new call numbers into computer data base and perform other steps as needed to reclassify; refill shelf lists and return books to circulation.

Perform circulation desk activities; check library materials in/out; take in fines.

Help patrons with questions/directions; serve as source of library policies.

Schedule rooms through Office Tracker system.

Issue Library cards following Library rules.

Maintain currency with new library technologies such as on-line search engines and library software programs

Edit library patron records as needed.

Assist with servicing the library machines which may include keeping paper stocked in printers, installing new ink cartridges, etc.

Assist library users in locating and using materials and machines to obtain appropriate information, perform circulation desk activities.

Respond to inquiries from students, faculty and staff regarding the various collections.

Maintain appropriate files for the technical services area of the Library.

Assist with inventory of the library collection.

Other Duties

Maintain a clean and orderly library environment.

Participate on committees as required.

Train and monitor the work of student assistants.

Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, experience and training which would indicate possession of the required knowledge, skills and abilities listed herein. For example, a Library Technical Assistant Certificate (LTA), and two years of experience in current technical services area of library operations.

Knowledge

Knowledge of: basic library principles, Library of Congress classification system; current technology/software, on-line data bases and networks relating to library materials and procedures; technical processing of library materials; current technical processing policies relating to library materials; library filing and indexing; circulation and reference sources; current office methods and practices; principles and methods of ordering books, supplies and equipment; a variety of word processing, spreadsheet and/or database programs as needed to fulfill the requirements of the job.

Abilities

Ability to: quickly understand and successfully use new/evolving library technologies; analyze/advise on use and policies regarding technical processing of library materials; use online library system and Library of Congress classification system; make accurate additions/deletions as needed; learn and efficiently use

new library technologies as required to fulfill the duties of the job; prioritize tasks and do several tasks simultaneously; operate a variety of office machines; use word processing and spreadsheet software accurately and efficiently; learn and successfully use new software programs as needed to fulfill the requirements of the job; use good judgment in recognizing the scope of authority as delegated; use appropriate and correct English spelling, grammar and punctuation; perform arithmetical calculations with speed and accuracy; communicate effectively in both oral and written form; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT

Moderate physical effort which may include frequent standing, walking, lifting and occasional climbing, crawling or stooping; handling of medium weight tools and materials up to 35 pounds. An indoor work environment.