**BOARD OF EDUCATION**

**Saskatoon School Division No. 13**

**P O S I T I O N D E S C R I P T I O N**

**Position: LIBRARY TECHNICIAN**

**Immediate Supervisor: PRINCIPAL**

**Core Function:**

The Library Technician assists the Teacher Librarian in the development, organization and maintenance of a collection of print and non‑print library material and AV equipment in a school Learning Resource Centre (LRC).

**Duties and Responsibilities:**

1. Monitors activities and supervision of collection in the school’s Learning Resource Centre.
2. Barcodes, processes and labels print and non-print materials for circulation and shelving.
3. Assists teachers and students with circulation of materials as needed.
4. Sorts, repairs and shelves LRC material; periodically ensures that materials are in order on LRC shelves.
5. Catalogues in MARC coding to level 2 RDA standards and adds copies to the library database and conducts regular database maintenance to correct errors.
6. Demonstrates and/or describes procedures to individual students and staff related to the searching of the LRC database and shelves to obtain resources. Pulls materials as requested by the Teacher Librarian.
7. Demonstrates LRC procedures to student aides and community volunteers; works with these groups to complete tasks associated with those procedures.
8. Demonstrates the operations of audio-visual equipment for viewing and listening; assists in coordinating equipment borrowing, booking and repair requests. Performs inventory of all audio-visual assets in school annually.
9. Assists students and staff with databases and software programs on library computers (i.e. Microsoft Office and Bibliography searching).
10. Prepares overdue notices and coordinates library holds and updates student library accounts when materials are lost or paid for.
11. Assists in operations related to weeding. Conducts a yearly inventory of library acquisitions.
12. Assists the Teacher Librarian create Resource Lists of materials as required by staff and students.
13. Assembles, arranges and prepares publicity for display of books and other library materials.
14. Works with school staff to facilitate the pick up and return of interlibrary loans.
15. Assists the Teacher Librarian in the distribution and management of textbooks, where required.
16. Runs monthly software database reports as requested by supervisor, Teacher Librarian or staff members.
17. Assist in changing student passwords and other login issues. Monitors appropriate student access to websites on library computers.
18. Performs such other related duties as may be required to meet organizational objectives and needs.

**Qualifications:**

1. Grade 12 or equivalent;
2. Successful completion of a formal Library Technician training program;
3. A minimum of six months previous related experience preferred;
4. Strong interpersonal skills are essential.
5. Strong organizational and research skills.
6. Strong computer skills (Microsoft Word, Excel, Internet Searching, Library Databases).
7. Ability to work independently and is self-directed.

December, 2019