



JOB DESCRIPTION: Library Technician

Name of Position: Library Technician

Department: Deets Library

Campus Location: Deets Library

Supervisor: Dalene McDonald or Marjorie Snyder

Length of Contract: Semester Based.

Pay Rate: Minimum Wage or higher if team leader.

Job Purpose: Library technicians serve the learning community of Southwestern College in support of two full-time librarians. The SC learning community includes students, faculty, emeritus faculty, staff, alumni, campus visitors and members of the public. The mission of Deets library staff and students is to encourage and support lifelong learning.

Job Responsibilities:

- Provide outstanding customer service on a consistent basis.
- Help patrons develop skills to use library resources independently.
- Keep all library service areas neat and tidy. These areas include: the service desk, printers, copiers, study areas on all floors, and the restrooms. Report problems to maintenance.
- Complete all required statistics and reporting, including door count, cash management, reference questions, and shift reports.
- Handle cash and other payments according to procedures.
- Apply inventory control procedures for all materials.
- Regularly clean books, shelves, and DVDs.
- Understand FERPA (privacy law) and the value of patron privacy, and follow procedures that protect patron privacy.
- Provide basic reference help to library patrons find resources in any format.
- Engage as integral part of the Deets library staff team.
- Serve the learning community as the day-to-day public face of the library.
- Prioritize activities appropriately.
- Understand copyright law as it pertains to the library and help patrons apply it.
- Work collaboratively and flexibly with one another.
- Arrange for coverage for absences in advance.
- Perform project work as assigned and according to procedures.
- Accept payment of fines and notify the Library Director of all fines paid.
- Arrive at work on time and work your full shift.
- Complete your time sheet accurately and on-time.

Job Responsibilities As Assigned

These jobs require additional training. Assignments will be made by the Library Director or the Reference and Instruction Librarian.



- Perform interlibrary loan activities.
- Add new items to the collections according to procedures.
- Keep the textbooks and course reserves organized and current if assigned.
- Prepare and post classroom schedules.
- Check in and shelve periodicals. Monitor journal shelves for accurate match of issues with revolving 1-year and 5-year back issues.
- Serve as evening and/or weekend lead technician
- Help train other Library Technicians
- Compile daily reports.
- Manage projects
- Assist with or create displays as assigned
- Post appropriate updates or announcements on Facebook and Twitter on behalf of the library.

Qualifications:

- Must meet SC requirements to be employed on campus as a student worker.
- Must be willing to work and learn.
- Must be willing to accept feedback and improve performance.
- Must be able to carry books and other items up and down stairs.
- Must be able to lift up to 35 pounds.
- Accurate typing skills preferred.
- Customer service experience preferred.
- Library experience preferred.

Skill Development Areas:

- Listening
- Customer Service
- Multitasking
- Communication
- Intercultural Proficiency
- Student and Community Learning

Evaluation: Student workers will be asked to complete a self-assessment evaluation at the end of each semester. Full-time librarians review the self-assessments, add their own evaluations, and assign job duties and raises for the next semester.