



## IDENTIFICATION

<i>Position Number</i>	<i>Position Title</i>	
73-10864	Library Technician	
<i>Department</i>	<i>Division/Region</i>	<i>Location</i>
Aurora College	Yellowknife/North Slave Campus	Yellowknife

## PURPOSE OF THE POSITION

The Library Technician provides technical services to the library of Yellowknife/North Slave Campus, Aurora College, in accordance with the mission statement, values and principles of the College, and within the context of the Aurora College Policy and Programs Manual, and professional standards as established by the Canadian Library Association. Services are provided in order to ensure that, ultimately, the research and information gathering needs of students and faculty are met in an effective and meaningful way.

## SCOPE

The Library Technician is located at the Yellowknife/North Slave Campus of Aurora College, and reports to the Manager, Library and Information Services. The position contributes to the campus by providing technical library support, and assistance in the delivery of library services to all faculty and students. The provision of these services has a profound impact on student academic success, as well as on the ability of faculty to develop and deliver instruction and conduct independent research. The library also serves external organizations and members of the public.

The Library Technician is 1 of 2 fulltime positions within the unit which also includes 4 part-time student positions for evenings and weekends.. The library averages well over 20,000 visits by students, faculty and others annually, and circulates more than 2,000 items per year. The Library Technician is responsible for cataloguing approximately 1,000 items per year.

## RESPONSIBILITIES

### 1. Maintains the library catalogue

- Searches external databases for the availability of cataloguing copy.
- Enters cataloguing data into the library's automated system.
- Processes resources for placement on shelf.
- Uploads records to a territorial-wide union catalogue.
- Completes cataloguing records where only partial or no copy is available.
- Maintains integrity and consistency of cataloguing records.
- Deaccessions library materials upon the advice of the Manager, Library and Information

Services.

- Assists in the development of cataloguing procedures in consultation with the Manager, Library and Information Services.
- Maintains inventories, compiles cataloguing statistics and generates reports as required.
- Creates a monthly acquisitions list.

**2. Maintains circulation of library materials**

- Charges and discharges books, videos and DVDs.
- Implements circulation policies.
- Maintains Reserve shelf, and adjusts the library catalogue accordingly while items are on the Reserve shelf.
- Processes and distributes overdue notices, and forwards overdue accounts to the Finance Officer.
- Generates circulation statistics and reports.

**3. Maintains periodical collection**

- Processes incoming periodicals for the library collection.
- Claims issues paid for but not received.
- Solves problems associated with new and ongoing print serial orders, including title changes, vendor changes, cessations, or duplicate shipments.
- Maintains up-to-date serials records in the library catalogue.

**4. Provides library services in response to the information needs of library users.**

- Assists students in locating information using library resources including the library catalogue and databases
- Assists students using the library computer lab with word processing problems.
- Shares in the provision of interlibrary loan service.
- Provides a current awareness service to faculty and staff.

**5. Performs other related duties as assigned or required as well as routine office procedures.**

- Receives and processes daily mail.
- Provides supervision of casual employees in the absence of the Manager, Library and Information Services.
- Assists in maintaining the card-operated photocopying machine.
- Shifts and moves books, videos, DVDs, periodicals in the stacks, as necessary.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge**

- Sound knowledge of cataloguing principles and procedures
- Working knowledge current cataloguing rules and standards, including LC classification schedules, LCSH, AACR2 rev, and MARC formats
- Understands the concepts of subject and name authorities

- Working knowledge of Microsoft applications
- Competency in technical applications as they apply to library services

### **Skills**

- Ability to solve problems, prioritize tasks, and organize personal work routines
- Strong analytical skills
- Ability to perform detailed work accurately
- Ability to work with minimum supervision
- Excellent interpersonal and public relations skills
- Understand of, and sensitivity to, working with culturally diverse populations

### **TYPICALLY, THE ABOVE QUALIFICATIONS WOULD BE ATTAINED BY:**

Completion of a Library Technician diploma or certificate

### **WORKING CONDITIONS**

#### **Physical Demands**

There are physical demands associated with this position including lifting boxes and pushing heavy book trucks. A significant amount of time is spent in front of a computer which may result in eye strain, and raises the possibility of injury due to the repetitive motion when using a computer keyboard. In addition to the regular work load, the incumbent is expected to be constantly available to others. This can also lead to physical fatigue.

#### **Environmental Conditions**

The incumbent is located in an enclosed office with no natural light or freshly circulating air.

#### **Sensory Demands**

The incumbent spends long hours with a computer concentrating intensely, and paying close attention to detail. The incumbent must be especially adept at listening to and understanding others from a variety of cultural backgrounds.

#### **Mental Demands**

The incumbent is faced with mental demands stemming from the need to communicate with others on a regular and ongoing basis. Accuracy and attention to detail are essential when classifying and organizing resources to ensure their accessibility to library users. Stress is also caused by constant interruption and the need to respond to requests for information quickly and effectively. The incumbent is also expected to resolve stressful interpersonal situations which may occasionally become confrontational such as dealing with delinquent borrowers, with library users who set off the theft detection alarm when leaving the library, and with people inappropriately using library facilities.