

## **SANTA PAULA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: LIBRARY/TEXTBOOK TECHNICIAN**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of library support duties in the circulation, cataloging, maintenance and distribution of books, textbooks, audio-visual equipment and other instructional materials; perform related computer operations; assist students and staff in the selection, location and use of library materials and equipment; provide materials to assist with curriculum, State standards and other programs.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Following established guidelines and procedures perform a variety of library support duties in the circulation, cataloging, maintenance and distribution of audio-visual equipment, books, textbooks, newspapers, magazines, and other instructional materials; assist with maintaining designated library material collections in a neat and orderly condition; schedule and coordinate library activities.

Oversee and participate in the circulation of library materials; check library materials in and out using an assigned computerized system; shelve books and other library materials; repair damaged books and magazines as needed; collect and shelve unattended library materials; weed old, outdated or severely damaged books.

Assist students and staff in the selection, location and use of library materials and equipment including audio-visual and other technology equipment; respond to inquiries and provide information; assist students with proper grammar techniques and citing of sources; provide materials to assist with curriculum, State standards and other academic programs as assigned; administer academic programs as assigned; receive and fulfill book requests from students and staff.

Research, review, order, receive and process new and donated library materials; prepare materials for introduction into the library collection; stamp books and prepare labels; affix identification, security devices, book jackets and bar-code labels to materials; locate and if necessary create MARC records for new titles; input related information into assigned computer system; utilize classifying and cataloging techniques and knowledge of the MARC and the Dewey Decimal system.

Input, update and modify a variety of data related to books and instructional materials into an assigned computer system; establish and maintain automated records and files; verify accuracy and completeness of input and output data.

Generate and distribute overdue lists; generate bill notices and mail as appropriate; prepare, issue and process fine slips; clear students of library fines, debts and delinquencies or notify appropriate staff of clearance; prepare related correspondence; receive payments, prepare receipts and deposits; respond to inquiries and provide information concerning fines and related holds and issues.

Coordinate department and staff requests for textbook orders; order and receive textbooks; complete

requisitions; maintain purchase order records; contact publisher representatives or vendors to obtain review copies of books, online resources and teacher resources; receive quotes and negotiate final price of textbooks; gather current information on textbooks and materials; distribute information to staff; work with vendors to sell used textbooks.

Operate a variety of office and library equipment and assigned software.

Maintain various logs, records and lists related to book requests, shelf lists, lost books, library statistics/circulation, and other assigned activities; maintain inventory of library books, materials, textbooks and audio-visual equipment.

Train and provide work direction to student assistants and volunteers as assigned.

Conduct library orientations and presentations; enforce library rules and policies related to student behavior.

Prepare and decorate the library and bulletin boards.

Maintain current knowledge of and advise staff of new developments and technologies in library/media programs; provide information regarding materials and equipment available from the library to staff, students and parents/guardians through memos or newsletters.

Assist with administering student computer-based assessment programs; assist with State and Federal testing activities as directed.

#### **OTHER DUTIES:**

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Library cataloging and classification techniques.

General functions, operations and maintenance of school libraries.

Filing, indexing and inventory procedures.

Principles of training and providing work direction to others.

Library practices, procedures, reference materials, resources and terminology.

Operation of a computer and data entry and retrieval techniques.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Modern office practices, procedures and equipment.

Basic mathematics.

Basic budget practices regarding monitoring and control.

Retrieval of electronic MARC records.

##### **ABILITY TO:**

Perform a variety of library support duties in the circulation, cataloging, maintenance and distribution of books, textbooks, audio-visual equipment and other instructional materials.

Utilize a computer to input data and maintain automated records.  
Assist students and staff in the selection, location and use of library materials and equipment.  
Apply and explain applicable rules, regulations, policies and procedures.  
Catalog and classify library materials.  
Train and provide work direction to student assistants and volunteers.  
Process and shelve library materials.  
Maintain records and logs.  
Understand and follow oral and written directions.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Type or input data at an acceptable rate of speed.  
Work with interruptions.  
Make math calculations with speed and accuracy.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically this would be gained through graduation from high school or its equivalent with three years increasingly responsible library experience, supplemented by college-level coursework in library science, information technology or related course work.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Library environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Ability to see to read a variety of materials and view a computer monitor.  
Hearing and speaking to exchange information.  
Sitting or standing for extended periods of time.  
Lifting, carrying, pushing and pulling moderately heavy objects as assigned by position.  
Bending at the waist, kneeling or crouching to shelve and retrieve library materials.  
Reaching overhead, above the shoulders and horizontally.

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