

## Library Technician

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**REPORTS TO:** Principal

**Length of Assignment:** 9 months

**Tour of Duty:** 7:30am – 4:00pm., Monday through Friday, except Legal Discontinuance days as designated on the school calendar and approved by the Isna Wica Owayawa School Board

**Employment Status:** Hourly/Non-Exempt

**Primary Purpose:**

To provide basic library services to the students and staff at Isna Wica Owayawa. Services include, but not limited to, helping students and staff to use the Library as a resource- checking books in/out; researching; providing guidance in basic functions of library catalogs, databases, and indexes to locate books and other materials. The Library Technician may be required to go into district communities to provide services utilizing the mobile library.

**Duties:**

1. Reserve, circulate, renew, and discharge books and other materials.
2. Answer routine telephone or in-person reference inquiries.
3. Help staff and students find and use library resources, such as reference materials, audio-visual equipment, computers, and other electronic resources and provide technical assistance when needed.
4. Deliver and retrieve items throughout the library by hand or using pushcart.
5. Process print and non-print library materials to prepare them for inclusion in library collections.
6. Catalog and sort books and other print and non-print materials according to procedure and return them to shelves, files, or other designated storage areas.
7. Enter and update students, staff records on computers.
8. Provide assistance to teachers and students by locating materials and helping to complete special projects.
9. Compile and maintain records relating to circulation, materials, and equipment.
10. May be required to take actions to halt disruption of library activities by students.
11. Check for damaged library materials, such as books or audio-visual equipment, and provide replacements or make minor repairs.
12. Conduct reference searches, using printed materials and in-house and online databases.
13. Compile data and create statistical reports on library usage.
14. Design posters and special displays to promote use of library facilities or specific reading programs at libraries.
15. Assist students in improving their reading abilities.
16. May be required to go into the district communities to provide library services using the mobile library.
17. Other duties may be assigned.

**Qualifications:**

- High school diploma or G.E.D. equivalent.
- Post secondary Certificate in Library Technology is preferred.
- Two years' experience in a school setting is preferred.
- Must possess and maintain a legal driver's license.
- Capable of using word processing, spreadsheet, database and basic accounting software.
- Ability to establish and maintain pleasant, courteous and helpful working environments- including having respectful relationships with other school employees, vendors and general public.
- Must take and pass a Drug & Alcohol Test, Background check and fingerprinting.