



Provincial Job Description

TITLE:
(130) Library Technician

PAY BAND:
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FOR FACILITY USE:

SUMMARY OF DUTIES:

Performs public and technical service functions to facilitate access to library services and collections.

QUALIFICATIONS:

- ◆ **Library and Information Technology diploma**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Intermediate computer skills**
- ◆ **Basic medical terminology**
- ◆ **Interpersonal, organizational and communication skills**
- ◆ **Ability to work independently**

EXPERIENCE:

- ◆ **Previous: No previous experience.**

KEY ACTIVITIES:

A. Library Organization

- ◆ **Creates catalogues and classifies all materials (e.g., paper and on-line).**
- ◆ **Identifies books for purchase and stays within departmental budget.**
- ◆ **Negotiates prices and monitors vendor performance.**
- ◆ **Provides input into vendor selection.**
- ◆ **Orders and processes books, periodicals and audio-visual material for the library collection and other hospital departments.**
- ◆ **Culls library collection.**
- ◆ **Manages periodical subscriptions (purchases, distributes, organizes, and controls).**
- ◆ **Shelves books and periodicals according to classification scheme.**
- ◆ **Maintains a record of lost books and processes related paperwork (e.g., notice sent to last user).**
- ◆ **Ensures invoices are paid and adequate records maintained.**

B. Information Provision

- ◆ **Conducts reference interviews to ensure a complete and correct search is done and appropriate information is obtained.**
- ◆ **Performs literature searches for staff and students using print and electronic services (e.g., on-line, CD's, DVD's).**
- ◆ **Evaluates sources for information requested and obtains in a timely and cost efficient manner (e.g., in-house, inter-library loan, on-line).**
- ◆ **Assists library patrons in locating needed material.**
- ◆ **Provides photocopied information.**

C. Instruction

- ◆ **Instructs users in using online catalogues, searching databases and Internet.**
- ◆ **Instructs users in accessing online full-text journals/online full-text information.**
- ◆ **Establishes methods and procedures for identifying newly published materials of educational and/or research interest.**
- ◆ **Evaluates and delivers information to users.**

D. Related Key Work Activities

- ◆ Provides occasional guidance to the primary function of others, including training.
- ◆ Performs troubleshooting of computer hardware and software.
- ◆ Schedules audio-visual equipment and provides orientation.
- ◆ Cleans and maintains library and equipment.
- ◆ Compiles and submits statistics.
- ◆ Handles cash related to photocopying.
- ◆ Provides input into developing and maintaining policies and procedures.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: 2005

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