



# *Provincial Job Description*

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***TITLE:***  
**(130) Library Technician**

***PAY BAND:***  
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***FOR FACILITY USE:***

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***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 skills**
- ◆ **Organizational skills**
- ◆ **Communication skills**
- ◆ **Ability to work independently**

***EXPERIENCE:***

- ◆ **Previous: Twelve (12) months on the job to consolidate knowledge and skills and to become familiar with department policies and procedures**

## ***KEY ACTIVITIES:***

### **A. Library Organization**

- ◆ **Creates catalogues and classifies all materials (e.g., paper and on-line).**
- ◆ **Identifies resources 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 materials.**
- ◆ **Culls library collection.**
- ◆ **Manages periodical subscriptions (purchases, distributes, organizes, controls and provides electronic access).**
- ◆ **Shelves books and periodicals according to classification scheme.**
- ◆ **Responsible for materials circulation, accessibility of the collection and reconciling overdue items.**

### **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.**
- ◆ **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.**
- ◆ **Searches and locates copies of articles and delivers to users.**

### **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.
- ◆ Maintains and troubleshoots various library databases and software programs.
- ◆ Schedules audio-visual equipment and provides training.
- ◆ Cleans and maintains library and equipment.
- ◆ Compiles and submits statistics.
- ◆ Handles cash related to photocopying.
- ◆ Provides input into developing and maintaining policies and procedures.
- ◆ Develop and distribute promotional library materials.
- ◆ Participates in library services reviews.
- ◆ Provides guidance and instruction to practicum students.

*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.*

***Validating Signatures:***

***CUPE:***

***SEIU:***

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***SGEU:***

***SAHO:***

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***Date: November 20, 2018***