



**CLASS TITLE: LIBRARY MEDIA TECHNICIAN  
UNIT 1**

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**BASIC FUNCTION:**

Under the direction of an Assistant Principal or Principal, perform a variety of technical library duties in the acquisition, circulation, maintenance and distribution of books and instructional materials; assist students and teachers in the selection, location and use of library materials and equipment; oversee computer labs as appropriate to the assigned school.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Perform a variety of technical library duties in the acquisition, circulation, maintenance and distribution of books and instructional materials; process new books, periodicals and instructional materials; oversee the cataloguing of books and instructional materials; maintain periodical, audio and DVD collections.

Oversee computer labs as appropriate to the assigned school; assist students in proper use of software.

Assist students and teachers in the selection, location and use of library materials and equipment; respond to inquiries and provide information to students and teachers; assist students in researching print and software materials for classroom use.

Circulate library materials; check library materials in and out to students and staff using an assigned computerized system; shelve returned books and materials; repair damaged books; check out audiovisual equipment to faculty as assigned; calculate and collect student late fees as required.

Instruct students in proper methods of utilizing the library and reference materials; monitor and maintain acceptable student behavior in the library.

Input, process and receive library materials, equipment and textbook orders; prepare materials for introduction into the library materials collection; prepare labels; affix identification and bar-code labels to materials; input related information into assigned computer system.

Communicate with students, personnel and various outside agencies to exchange information and resolve issues or concerns related to library activities, inventory, instructional materials and assigned duties.

Monitor inventory levels and assist in the selection of textbooks, instructional materials and other library supplies; prepare purchase requisitions and submit for approval; contact vendors to exchange information and resolve issues or concerns related to orders.

Maintain school/social media websites, scheduling logs and monitor students' online content with respect to school guidelines.

Participate in the planning and implementation of book fairs, library tours and other special activities.



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Input a variety of data into an assigned computer system; establish and maintain automated records and files; initiate queries, manipulate data and generate a variety of computerized lists and reports; assure accuracy and completeness of input and output data.

Operate a variety of office and library equipment including a copier, typewriter, computer and assigned software; arrange for equipment repairs as needed.

Provide for a safe, secure, clean and orderly library environment.

Perform various clerical duties related to assigned activities such as compiling and duplicating materials, preparing lists, requisitions and correspondence, answering telephone calls, and processing forms and applications; prepare news releases and promotional materials as directed.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Functions, operations and maintenance of school libraries.  
Library practices, procedures, reference materials, resources and terminology.  
Operation of a computer and data entry and retrieval techniques.  
Library cataloging and classification.  
Filing, indexing and inventory procedures.  
Record-keeping and report preparation 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 math.

**ABILITY TO:**

Perform a variety of technical library duties in the selection, acquisition, circulation, maintenance and distribution of books and instructional materials.  
Assist students and teachers in the selection, location and use of library materials and equipment.  
Learn curriculum, reading levels and appropriate reference materials.  
Maintain library in a neat and orderly condition.  
Monitor and maintain acceptable student behavior in the library.  
Process and shelve library materials.  
Operation of a computer and assigned software.  
Maintain records and prepare reports.  
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.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Complete work with many interruptions.  
Make routine math calculations.



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**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college level course work in library science or related field and two years of library experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

School library environment.

Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials and monitor student behavior.

Hearing and speaking to exchange information.

Sitting or standing for extended periods of time.

Lifting, carrying, pushing and pulling moderately heavy objects.

Bending at the waist, kneeling or crouching to shelve and retrieve books.

Reaching overhead, above the shoulders and horizontally to shelve and retrieve books.