

MORGAN STATE UNIVERSITY JOB SPECIFICATION



LIBRARY TECHNICIAN I

Class Code: 01595
Pay Range: 07

FLSA Code: N/E (Non-Exempt)

JOB SUMMARY

Under general supervision, functions as a first level technician performing a variety of library clerical and technical duties of moderate complexity as appropriate to the diverse operations and specialized procedures of the library unit where assigned. Leads and trains personnel.

PRIMARY DUTIES

1. Utilizes library software systems to retrieve and enter data.
2. Collects and prepares materials for binding, maintains binding records, annotates unit shelf list and record of serial holding. Processes binding transfers, withdrawals, title changes, claims, requests for back issues and missing pages; etc.
3. Searches Online Computer Library Center (OCLC) and other databases for cataloging copy, inputs bibliographic data, original cataloging copy, and edited cataloging copy to OCLC and library's automated online library systems.
4. Prepares purchase orders online for library materials, verifies and corrects discrepancies, and monitors fund depletion.
5. Checks in books online and sorts incoming materials into appropriate cataloging queues.
6. Charges and renews books and material loans for library users using automated circulation system backup procedures as necessary.

**Morgan State University Job Specification
Library Technician I
Page Two**

7. Enters data such as fines and billing information into automated system, and generates reports and notices.
8. Answers inquiries regarding basic circulation policies such as loan periods, fines, recalls, claims, holds, shelving and borrowing. Assists library users in accessing systems.
9. Monitors the physical processing of newly acquired materials such as property stamping, security stripping, attaching call number labels, bar coding, insertion of pockets, and adding due date slips.
10. Sorts, packs and unpacks materials going to and returning from commercial binders, verifying bindery shipping and receiving records.
11. Assembles and compiles a variety of information and data for reports, studies and other purposes following prescribed methods. Examines and verifies statistical and other reports for completeness and accuracy of computations.
12. Participates as instructed in the training and supervision of Library Assistants and students.

Note:

The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED

EXPERIENCE: One year of library or related clerical or public service experience.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Working knowledge of the nature and function of libraries; of library services, practices and procedures. Skill in alphabetic and numeric filing and using a personal computer and library software to input and retrieve information. Ability to communicate effectively; to establish and maintain effective working relationships with library users and staff; to provide guidance and instruction to subordinate personnel; to work independently and

Morgan State University Job Specification
Library Technician I
Page Three

exercise initiative in applying rules, procedures and instructions; to pack and unpack library materials.

OTHER:

Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.