

Job Description/Specification

Identification	J0477	TFEU/BCTF Committee Decisions
JOB/POSITION TITLE:	Library Technician	FORMER TITLE/DEPT: Information Assistant J0485 Library Technician J0484
DIVISION/DEPARTMENT:	RT/Information Services	PAY GRADE 5
SUPERVISOR'S TITLE:	Information Services Coordinator	DATE APPROVED: April 24, 2014

Function and purpose (a)

The Library Technician's role is to manage the BCTF Library holdings through the acquisition of all Library print, media and electronic resources.

Responsible for maintaining all databases relevant to the acquisition and maintenance of Library resources.

The Library Technician provides video production services and training for staff and members.

The Library Technician is responsible for the circulation of Library and their timely shelving and culling.

Responsible for reviewing and submitting teaching resources to the TeachBC database according to established criteria.

The Library Technician performs interlibrary loans and provides assistance to the Information Specialist with copyright permission requests.

Principal duties and responsibilities (a)

1. Acquires Federation resources, such as books, DVDs, and government publications, and reports, as requested by staff. Recommends video titles for purchase. Ensures that the bibliographic/ordering information is complete, identifies the appropriate supplier, and verifies the price. Processes orders and coordinates payments; maintains the supplier database.
2. Processes orders for new subscriptions and resources and verifies the correct receipt of goods and billings and processes invoices and Visa statements for Accounting. Updates the purchasing database to record receipt and payment information.

Processes invoices by recording the program code and obtaining approval from program co-ordinators. In the absence of the Information Services Co-ordinator approves invoices.

3. Processes orders for new subscriptions with the subscription agency or directly with the publisher. Liaises with the subscription agency to ensure all subscription orders, renewals, and claims are processed promptly; updates the serials database; uses the online claims procedure with the subscription agency as required. With the assistance of the Information Services Co-ordinator, processes the annual renewal list. Processes invoices for approval. Updates journal circulation database with publisher information pertaining to renewals, claims, or electronic information. Updates journal holdings and retention periods.
4. Maintains files and binders for purchase orders, subscriptions, standing orders, claims, suppliers, bring forward items for pending publications, and publishers' catalogues.
5. Processes incoming mail; checks in and routes subscriptions by entering data into the journal circulation database and producing route lists. Circulates journal tables of content to staff electronically by creating and maintaining an e-mail distribution list, forwarding website links, and creating PDF versions of printed tables of content for distribution. Provides articles upon request by photocopying the print journal or retrieving the article through an online database search. Produces an annual route list report for staff to review and updates route lists
6. Downloads electronic subscriptions from external web sites; prints the documents and records their receipt in the journal circulation database; routes the material to staff.
7. Processes audio-visual material and equipment bookings; maintains a database for audio-visual equipment inventory and bookings. Sets up audio-visual equipment for meetings, conferences, press conferences, and workshops. Records radio and television programs for internal use; duplicates Federation DVDs upon request; converts VHS videotapes to DVDs. Assists Purchasing in evaluating, selecting and buying audio-visual equipment for Federation use. Maintains physical condition of equipment; arranges for repair as required. Organizes and maintains the Federation's studio workroom and viewing room.
8. Prepares instruction guidelines for equipment and trains staff to use more complex equipment, such as computer projectors and digital recorders.
9. Provides video production services for staff and members. Prepares the regularly-produced BCTF president's message webcast by filming the president, editing the file to delete unwanted footage, and transmitting the completed file to the Information Technology Department for automatic processing. Films and/or live streams BCTF news conferences and on request, presenters at meetings and workshops digitally

edits material for the web broadcast or DVD production. Explores video production options with staff for various applications, including online courses.

10. Enhances the library's database applications by creating and revising reports, creating validation lists, ensuring data quality control, and editing existing data structures as required. Backs up the Senior Information Specialist by co-ordinating software upgrades in collaboration with the Information Technology Department, and providing user support to staff in other departments who use the software for their database applications.
11. Reviews, on a daily basis, teaching resources submitted by teachers for inclusion in the Federation's TeachBC database. Examines each resource to ensure that it meets established criteria, including the use of appropriate language and acceptable file format. Checks for typing or spelling errors and corrects as necessary. Uploads the resource to the database. Consults with the PSID administrative staff member if the content of the resource is questionable or unsuitable according to BCTF policy and standards.
11. Performs interlibrary loan functions; maintains accurate interlibrary loan records so that the borrowed material can be returned on a timely basis, and processes invoices for photocopying charges. Recommends document retrieval strategies on the basis of expediency and cost-effectiveness.
12. Performs research for staff and members as assigned. Searches for information on external web sites and proprietary databases.
13. Assists the Information Specialist with copyright permission requests as required by verifying the source and contact information for the copyright holder, contacting the copyright holder via e-mail or telephone to request permission and provide the terms of use, and forwarding permissions to the requesting department.
14. Shelves books, journals and other material retained in the Information Centre. Updates the reference collection by filing inserts into reference sources. Files and weeds university calendars, course catalogues and brochures, and the newspaper collection. Annually weeds the journals collection according to the retention policy for each title.
15. Maintains circulation databases for print and audio-visual material on loan; produces and distributes loan reports to staff on a monthly basis. Performs an annual recall of material on loan by producing computer reports for staff to review and updates each borrower's record.
16. Processes books for circulation by affixing computer produced labels and signs out or shelves items.

17. Files material in the research files; creates new folders as needed and removes duplicate items.
18. Prepares the monthly photocopy count for the photocopier in the R&T workroom and provides the information to Production.
19. Performs other library-related duties as assigned.

JOB REQUIREMENTS

This section sets out the minimum requirements in the areas of EXPERIENCE, EDUCATION, TRAINING, CERTIFICATES AND PHYSICAL DEMANDS necessary to perform the job.

Experience (b)

Two years experience in a special library demonstrating the following:

- Excellent knowledge of library technical processes, such as acquisitions and serials handling,
- Ability to maintain and update library-related databases
- Ability to use DB Textworks library software
- Proficiency using videoediting software
- Facility using complex audio-visual equipment
- Proficiency in computer skills, including Windows, MS Office, and the Internet is required
- Knowledge of and experience with ~~Windows Movie Maker~~, Adobe Premier Pro software, and DVD ripping software.
- Ability to work as part of a team in an information management environment
- Ability to plan and organize work independently
- Good oral and written communication skills
- Ability to perform detailed work accurately

Demonstrated ability to evaluate the suitability of resources relevant to the Federation's programs and services.

Knowledge of the BC public education system and educational issues.

Education and training (c)

Completion of an undergraduate degree is required supplemented by two years Library technician training, including courses in acquisitions and serials.

Licences and certificates

Bachelor of Arts degree and Library Technician diploma are required.

Environment (g)

The environment is limited to conditions normally associated with office work such as communication skills, equipment operating dexterity, and scheduling pressures.

JOB CHARACTERISTICS

This section is a key component of the Salary Determination process. This section also forms part of the job description and describes some of the conditions under which the work is performed.

Contacts and relationships (d)

Contact with all levels of Federation staff, BCTF Full-time Table Officers, Executive Committee members, local presidents, member activists, and members is required.

Communication, clarification, problem solving, and exchange of information takes place with all levels of Federation staff and BCTF members. Judgment is applied in the editing of the President's webcast, and in presenter seminars and workshops and discretion is required when providing an explanation of and justification for these edits.

Contacts and relationships with persons external to the Federation involves communication, clarification and exchange of information with publishers and agents, subscription agency, teachers' associations, educational institutions, and government agencies.

In all these contacts and relationships a commitment to client and member service is important, and requires professional courtesy, diplomacy, and patience.

Machines, equipment and work aids used

Personal computer, laser printer, fax machine, label printer, photocopier, computer/video projectors (several models),), DVD burner, VHS to DVD converter, press box for news conferences, digital camcorder, live streaming production station, hand-held digital voice recorder, digital audio recorder, sound system, and portable sound system, LCD screen, CD player, DVD player, digital camera, cassette tape recorder, overhead projectors, slide projectors, video cassette recorder, television set (several models); integrated TV and VCR, high speed tape duplicator.

Positions supervised (e)

None

Physical and/or mental effort (f)

Physical effort required for lifting up to 20-35 lbs., including boxes and audio-visual equipment is required from time to time. Mental effort required is consistent with that in any demanding information management service environment.

Working conditions (g)

Disagreeable or undesirable elements include occasional eyestrain or mental fatigue from continuous daily use of a personal computer, particularly when editing video footage.

Date

Incumbent

Supervisor

J0477
Final April 24, 2014