



## JOB DESCRIPTION

Salary Grade: 5
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12-month position

<b>Job Title:</b> Professional Library Technician	<b>Division:</b> Curriculum and Accountability
<b>Supervisor's Title:</b> Program Coordinator of Language Arts and Library Services	<b>Superintendency:</b> Curriculum and Accountability
<b>Union Status:</b> CUPE Local 1328	<b>Department/Location:</b> C E C

### PRIMARY FUNCTION

The primary function of this job is to provide reference and bibliography service to TCDSB staff and York University (TCDSB site) teacher-candidates, to organize and maintain the Professional Library collections, and to provide circulation and interlibrary loan service for library users.

### MAIN RESPONSIBILITIES

1. Provide a research service in subject areas supported by the Professional Library collection by:
  - Conducting independent searches requested by approved users using internet search engines, on-line data bases (i.e. ERIC, PROQUEST, EBSCOHOST, KNOWLEDGE ONTARIO and GROLIER) and other sources available in the Professional Library
  - Providing books, journal articles, or lists of references in response to approved research requests

- Assisting educators with searches by giving step by step instructions regarding use of on-line data bases and the Professional Library website
  - Compiling annotated bibliographies on topics discussed with and approved by the Program Coordinator, arranging for distribution of the bibliographies, and providing copies of the articles requested
  - Responding to all reference requests and general information received by phone, e-mail or in person
  - Processing interlibrary loan requests for articles or books not available in the Professional Library by locating and borrowing references from other libraries
  - Assisting users in the use of the microfiche/microfilm reader printer.
2. Organize and maintain the Professional Library collections by:
- Developing, for the approval of the program coordinator, lists of proposed additions(books, journals, etc.) to the collection by reviewing new book catalogues, reading lists and requests from users
  - Ordering books, periodicals, etc. that have been approved
  - Arranging for the new books to be sent for cataloguing
  - Updating the electronic files by importing the new MARC records into the Library Pro system, re-indexing for the updated collection, and updating the on-line catalogue
  - For urgent requests, classifying and cataloguing new books according to Dewey Decimal Classification standards by downloading and editing MARC records from AMICUS-National Library of Canada
  - Organizing and maintaining the following special collections: the Historical Room collection, the York University collection, the TCDSB and Ministry of Education curriculum document collection, the journal collection, the microfiche collection
  - Maintaining and updating the Vertical File collection and the newspaper rack
  - Removing from the collection outdated and/or irreparable material
  - Maintaining the orderly appearance of the Professional Library
3. Promote the resources and services of the Professional Library by:
- Displaying the new acquisitions in the designated areas of the library and choosing and displaying library materials related to special events
  - Preparing updates for the Director's Bulletin that inform educators regarding new additions to the collections
  - Updating the professional Library website
  - Organizing tours for TCDSB staff, students and York University students
  - Attending Ontario Library Association Conference and various meetings as assigned by the Program Coordinator.
4. Perform all circulation desk duties by:

- Responding to all user and public inquiries
- Checking in and out all borrowed library materials on the Library Pro automated system
- Processing renewals, reserves and overdue notices
- Processing interlibrary loan requests
- Packaging and shipping requested library material to schools via courier
- Updating the TCDSB user file and the York University Student-teacher file on the Library Pro system.

5. Perform other duties as assigned by Program Coordinator.

### **SKILL**

- 2 year Community College Diploma in Library Techniques or equivalent
- 6 months to 1 year related/on the job experience.

### **EFFORT**

- Complexity of the job is in understanding the information request and selecting the most applicable resource material from the available data bases for the topic requested
- Responding to the diversity of requests
- Meeting deadlines on urgent requests
- Visual concentration when working on the computer or microfiche/microfilm reader
- Some bending, lifting and stretching when shelving or retrieving book and materials

### **RESPONSIBILITY**

- The effective daily operation of the professional Library
- Responsible for independent searches/selecting the most appropriate books and articles
- Preparation of bibliographies under the direction of Program Coordinator
- Errors result in incomplete or incorrect information to users which may in turn negatively impact their work.
- Contacts with trustees, TCDSB employees, York University students(on-site) Cardinal Carter students, coop students and peers.

### **WORKING CONDITIONS**

- Open concept office, noise from atrium
- Exposed to dust from open shelves and journals
- Need to adjust priorities due to urgency and frequency of requests.

Management Approval *Flash*

Date *Sept 13/10*

Management Approval *Thompson*

Date *Sept 13/10*

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Reviewed by Management      Date

Reviewed by Union      Date

*Agnes Leung 2010/09/09*      *M. Ryan, Sept 9/10*

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