

# LIBRARY, MUSEUM & ARCHIVES—TECHNICIAN

Job Classification

Adopted: September 30, 2007

Revised: July 1, 2009

## JOB FAMILY CONCEPT

This family consists of four levels. Levels are distinguished by the nature and complexity of the work, degree of independence and type of supervision received. Positions in this job family support libraries, museums and archives by performing a range of technical and support functions. This job family is distinguished from the Library, Museum & Archives Professional job family by lower education/experience requirements and the primary responsibility of providing technical assistance within library, museum and archives areas. Positions may support one or more of the following functional areas:

- Acquisitions
- Cataloging
- Circulation
- Information Services (reference, public service)
- Interlibrary loan
- Preservation
- Media services
- Archives
- Curatorial

## TYPICAL FUNCTIONS

***The functions listed are typical examples of work performed by positions in this job classification. Not all functions assigned to every position are included, nor is it expected that all positions will be assigned every typical function.***

Receive, check in and process materials

- Process gifts and purchases of archival materials, including determining appropriate storage materials and location, creating and monitoring the status of donation records; assist in donor relations through personal contact and correspondence
- Monitor and balance budgets against internal spreadsheets, acquisitions reports, and BANNER. Assist in determining allocation of funds
- Review catalogs and identify items of interest for purchase
- May select and de-select materials for assigned collection areas

### Cataloging

- Process or check-in library material by verifying bibliographic

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- Update library database by modifying bibliographic information; check manual and/or automated systems to verify entries; delete withdrawal records
- Perform copy cataloging: input and/or revise catalog records in local, regional, national, or international databases using specific knowledge of appropriate cataloging rules, machine readable coding, and local practice; maintain holdings records
- Draft original subject and descriptive cataloging records as directed by supervisor and in accordance with nationally established cataloging rules. Upload records and associated digital objects into a specialized information system
- Arrange and describe archival collections according to an approved plan based on archival principles
- Assist library database manager and work closely with vendors on the integration of databases and library systems modules

### **Circulation**

- Maintain circulation/bibliographic records
- Locate, retrieve and check out specific library materials; assist in stack maintenance.
- Create and oversee billing procedures for overdue materials
- Locate archival materials and rare books and maps in closed storage; monitor patron use and ensure security of materials
- Identify and determine appropriate application of any restrictions on access or use, including applicable U. S. Copyright regulations, referring complex questions to supervisor
- Instruct patrons in proper handling of archival materials

### **Information Services**

- Assist patrons with library tools and explain procedures and services including: the use of library catalogs, bibliographic tools, and equipment. Respond to information and reference questions (including historical and research questions); search online databases to identify and locate materials; refer complex questions to subject specialists
- Maintain ongoing operations of public service desks including opening and closing procedures
- Prepare physical and virtual exhibits to illustrate set topics, selecting materials and drafting text and designing layout

### **Interlibrary Loan**

- Process requests, renewals and overdues for interlibrary loan materials using specialized software applications, scanning and reprographic equipment
- Research unverified citations using online bibliographic and internet tools and library or institutions holdings; confirm library holdings for correct items
- Create specialized requests for hard-to-find items

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### Preservation

- Survey holdings to identify materials in need of preservation
- Perform basic preservation and housing, referring complex questions to supervisor.
- Prepare items for preservation copying via

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### ***Knowledge, Skills, and Abilities***

Same as level three, plus: Advanced knowledge of and extensive experience with library, archival and/or curatorial methods, procedures, rules and guidelines sufficient to perform complex and diverse assignments. Advanced or specialist knowledge of database information systems, bibliographic classification schemes and computer applications. Ability to use evaluative skills in the performance or assignment of responsibilities to meet complex program or system needs in assigned area. Ability to supervise\*\* staff. Ability to implement unit changes to policies and procedures.

### ***Education and Experience\*\*\*\****

High school graduation and three years progressively responsible relevant experience, or an