Long Beach Community College District

CLASS SPECIFICATION
Library Media Technician

FLSA Status: Nonexempt
EEOC Job Category: Technicians
Union Representation: Represented

GENERAL PURPOSE
Under general supervision, provides technical library media services relating to the acquisition, cataloging, circulation, distribution and recovery of non-print media materials and electronic resources; processes and shelves non-print media materials and assists faculty and staff in the selection of instructional media materials; and performs related duties assigned.

DISTINGUISHING CHARACTERISTICS
Library Media Technician is responsible for performing a wide variety of difficult and responsible technical duties related to the acquisition, cataloging, circulation, distribution and recovery of a wide variety of instructional media materials.

Library Media Technician is distinguished from Lead Library Technician by their specialization in performing acquisition, cataloging, circulation, distribution and recovery functions for instructional media materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Supervises and oversees the Library’s Media area; opens and closes Media area each day; participates in interviewing, hiring and training student assistants; supervises and monitors student assistant work and ensures accuracy of work; inputs student worker hours into the payroll system and maintains time cards; responds to and assists resolving media issues.

2. Evaluates sales catalogs, brochures and fliers from distributors to determine titles to be previewed; confers with sales companies regarding new titles; orders and confirms previews; verifies and records arrival of preview materials and notifies faculty; places evaluation forms on media items and discusses evaluations with faculty; files and maintains evaluation forms by vendor; prepares insurance and direct delivery forms and returns previews to distributors; purchases recommended previews as appropriate.

3. Orders videos, tapes, CDs, DVDs and other instructional media materials according to District policies and procedures; determines titles to be purchases taking into consideration budget amounts, recommendations, cost, estimated usage, year of production and other criteria; determines and verifies price and other descriptive information and prepares requisitions; monitors and tracks library media budgets; receives and verifies shipments with requisitions and purchase orders; views media materials
to evaluate and determine quality and content; returns unacceptable materials; investigates and follows up on outstanding orders; notifies warehouse staff of items delivered directly and sends reports; receives invoices and credit memorandums and sends to Fiscal Affairs; acknowledges media gifts and donations made to the Library; maintains requisition purchase order and receiving records and reports.

4. Catalogs and processes new media materials; accesses Voyager and OCLC databases to match, edit and generate media catalog information; verifies and determines titles, length, format, year of production, series information and distributors; prepares annotations; determines collection and shelf location numbers; labels new materials and attaches bar codes; inputs information in MediaNet; prepares inspections cards for each title; informs faculty of new materials and availability; maintains media information, logs, film reviews, indexes and catalogs.

5. Prepares, updates and maintains media catalogs; inputs and updates titles, formats, annotations and other information and sorts according to subject headings; deletes withdrawn materials; proofreads and edits catalogs; sets up, prints and puts together catalogs and distributes to faculty and administrators; sends lists of new materials to instructors periodically.

6. Operates and maintains the District’s Voyager booking, catalog and web booking system; troubleshoots and resolves operational problems and contacts vendor as needed; performs system backups; provides training to staff and student workers on system upgrades; activates client information in the system and instructs clients in the use of the web booking system; assists faculty, staff and students in choosing materials and determines type of equipment needed; provides information on District policies and procedures for reserving media materials and equipment.

7. Reserves and confirms media items for faculty, staff, administrator and student use; reserves media materials from other libraries; prints shipping lists and places requested materials on pick-up shelf or sends to off-campus locations; records and maintains a log of incoming and outgoing materials for non-District media materials; packages and labels materials for return to other libraries; completes insurance and direct delivery forms and logs information; checks in, inspects, cleans and repairs materials when returned; reviews and sends out overdue notices and notifies instructors; reserves and sets up video and DVDs for student preview.

8. Inspects, cleans and repairs media materials; determines whether damaged materials can be repaired or must be replaced; removes damaged or outdated materials from circulation; maintains lists of withdrawn and missing materials and changes status in MediaNet; relocates and shifts media items and updates records as needed; replaces cleaning tapes in video inspection machine.

9. Prepares and maintains a variety of records, reports and files; prepares requisitions; compiles and prepares statistical reports for management and video distributors; prepares and maintains records on media acquisition, circulation, distribution, lost and damaged media, overdue media, requisitions, purchase orders and faculty and staff use of instructional media materials.
QUALIFICATIONS

Knowledge of:
1. Terminology and basic principles related to paraprofessional work in a community college library.
2. Basic practices and procedures of library collection management.
4. Operation and uses of library equipment, systems and support tools, including standard reference tools and materials.
5. Automated library information systems and tools.
6. Methods and techniques for conducting Internet research.
7. Methods and techniques for troubleshooting and resolving computer hardware and software problems.
8. Standard office practices, procedures and equipment.
9. Principles and practices of sound business communication.
10. Basic supervisory practices and procedures.

Ability to:
1. Provide technical library services relating to the acquisition, circulation, distribution and recovery of instructional media materials.
3. Select materials for faculty, students and staff by determining client needs.
4. Set priorities and plan and organize work to meet library goals and deadlines.
5. Understand, interpret, explain and apply library rules, regulations and policies.
6. Operate a variety of standard office, audio-visual equipment and computers and related software packages.
7. Catalog a variety of library and media material.
8. Give clear and concise work instructions.
9. Communicate clearly and effectively, both orally and in writing.
10. Prepare and maintain basic financial and statistical records.
11. Understand and follow written and oral work instructions.
12. Establish and maintain effective working relationships with District management, staff, faculty, students, vendors and others encountered in the course of work.

**Education, Training and Experience:**
A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; completion of specialized technical library courses and two years of experience as a Library Technician; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**
A valid California driver's license and the ability to maintain insurability under the District’s vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**
The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**
While performing the duties of this class, employees are regularly required to sit and stand; talk and hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stoop, kneel and bend to retrieve library materials and lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**
While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work with constant interruptions; and interact with District management, staff, faculty, students, vendors and others encountered in the course of work.

**WORK ENVIRONMENT**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee works under typical library conditions, and the noise level is usually quiet.

Revised: December 10, 2009