



BCGEU POSITION DESCRIPTION

POSITION TITLE: Collection Maintenance Technician

JOB NUMBER: 670

REPORTS TO: Library Supervisor

INCUMBENT:

DEPARTMENT: Library

DATE CREATED: May 2016

JOB CLASS: 7

DATE REVISED: July 2023

PRIMARY FUNCTION

To ensure effective utilization of collections by on-going organization and maintenance of stacks and to supervise student assistants to assist with this task. To provide frontline support and circulation services at the Checkout counter.

JOB DUTIES AND TASKS

1. Supervises student assistants:

1. Recruits and hires student assistants.
2. Trains and tests student assistants on Library of Congress call number system: ensures high level of accuracy is acquired and maintained.
3. Trains and tests student assistants on proper shelving techniques.
4. Creates and maintains work schedules.
5. Monitors and evaluates performance, provides feedback, develops remedial program, and takes disciplinary steps as required.
6. Provides employment references as requested by prospective employers.
7. Monitors student assistant budget.
8. Provides costing and recommendations for student assistant budget.
9. Verifies and authorizes timesheets.

2. Maintains stacks:

1. Creates, implements, and evaluates stack maintenance programs.
2. Ensures regular shelf reading is conducted and materials are shelved accurately and promptly.
3. Makes recommendations and collaborates with librarians on weeding.
4. Plans and implements collection shifts.

3. Assists in weeding projects:

1. Makes recommendations and collaborates with librarians on weeding.
2. Assesses item condition and circulation information and forwards to librarian for review.



3. Notifies campuses to pull material and send to Technical Services for withdrawal.

4. Provides front line support and information for a wide range of Library and KPU services:

1. Understands the functions of all Library departments and how they relate to circulation services to provide information or services to patrons and subject expertise for project work.
2. Provides basic reference service when Librarians are not available.
3. Assesses patron needs to answer a broad range of general KPU related questions including directing students to other departments or services.
4. Instructs patrons on the use of a variety of library systems including Library catalogue and discovery layer, circulation guidelines and procedures, interlibrary loans, study room bookings, and KPU Card eligibility.

5. Performs Library Circulation functions:

1. Charges, discharges, and renews library materials.
2. Sorts and re-shelves reserve and various library collections materials and performs shelf reading.
3. Creates and maintains library patron records on library database; generates, issues and renews KPU Cards.
4. Calculates, records and collects fines and fees for various items such as overdue, lost or damaged materials and issues receipts.
5. Deposits funds to the print management system. Troubleshoots system by explaining procedures and guidelines, interpreting and acting on error messages, refunding print jobs, and paying out balances.

6. Provides Audiovisual Counter Service and general Audiovisual information to the University Community:

1. Exchanges information with Library patrons to determine audiovisual equipment and software needs.
2. Provides instruction on the basic operation of audiovisual equipment.
3. Diagnoses and troubleshoots basic audiovisual equipment problems and assists users in the lab.
4. Assists users in the completion of a variety of forms.
5. Receives requests for AV equipment and software. Retrieves and circulates AV equipment.

7. Orientations:

1. Receives online Library Orientation/Lab schedules.
2. Prepares required documentation for Librarians according to Faculty specifications.

8. Maintains paper supply for multifunction printers:

1. Monitors paper supplies, orders and receives paper from Print and Logistics Services.



2. Ensures supply cabinets are stocked.

9. Related Duties:

1. Opens, closes and secures library facilities and fills out incident reports.
2. Responds to various alarms, including fire, detection gates, and emergency exits and evacuates patrons from the library in emergency situations.
3. Assigns and monitors work of student assistants and auxiliary staff.
4. Assists with the development of library guidelines and procedures.
5. Provides input into annual budget preparation.
6. Orders supplies and signs for receipt of goods and services.
7. Performs back- up duties as assigned.
8. Records transactions for statistics.
9. Other related duties as assigned.
10. Contributes to and promotes a safe, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.

<p>SUPERVISION RECEIVED: Reports to the Library Supervisor.</p>
<p>SUPERVISION/DIRECTION EXERCISED: Provides formal instruction and training to student and auxiliary workers. Assigns and monitors work of student and auxiliary workers. Evaluates student assistant work performance. Educates patrons on use of automated library systems, computers, printing, Internet access, and multifunction printers. Provides instruction on the basic operation of audiovisual equipment.</p>
<p>PHYSICAL ASSETS/INFORMATION MANAGEMENT: Creates and maintains library patron records; loans audio-visual equipment and related materials; maintains and troubleshoots audio-visual equipment; opens, closes, and secures the library; receives and processes new items in collection and maintains collection; maintains supplies for circulation functions at checkout service counters; troubleshoots library machines (e.g. microform readers/printers, photocopiers, etc); records statistics; plans and implements stack maintenance programs.</p>
<p>FINANCIAL RESOURCES: Monitors and makes recommendations for student assistant budget; collects and processes fines for overdue, lost or damaged materials including adjusting fines when warranted; collects fees for chargeable services and product; orders supplies as required and signs for receipt of goods; approves student assistant timesheets.</p>
<p><i>The above statements reflect the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.</i></p>



EMPLOYER REQUIRED KNOWLEDGE SKILLS AND ABILITIES

- Supervisory experience or training in the areas of recruiting, training, scheduling, assigning and monitoring work, and providing feedback.
- Experience using an automated circulation system.
- Ability to use tact and discretion with a variety of people and situations and work in a team environment.
- Ability to communicate in English, both verbally and in writing.
- Keyboarding skills, understanding of computer concepts and terminology, and experience with word processing software and file management systems.
- Knowledge of library classification systems.
- Ability to work with a minimum of direct supervision, to establish priorities, achieve deadlines, problem solve and function well under pressure.
- Previous experience working in a public services environment.
- Physical ability to:
 - o move materials on carts.
 - o stand for long periods of time.
 - o stand on step stools and bending and reaching when shelving.
 - o lift moderate to heavy weights e.g.30 to 50 pounds
- Experience accurately creating and editing online records.

EMPLOYER REQUIRED EDUCATION & EXPERIENCE

- Completion of a two year Library Technician diploma from a publicly accredited post-secondary institution or combination of equivalent education, training and experience.

Knowledge Skills & Abilities revised: July 25, 2023
