Title: Library Media Technical Assistant 1

Pay Scale Group: 59

Essential Function

Under general supervision, provide basic level library support activities which require moderate training. Most tasks involve following established routines. Moderate judgment is exercised, and involves the application of established procedures. Provide support to higher level positions, in the supervision/management of a unit by performing routine tasks.

Characteristic Duties

1. Provide basic level public assistance to library patrons.
   • Check out library materials to full range of authorized library patrons (e.g., create temporary circ records, place holds, update expired patron records).
   • Check in all varieties of returned library materials.
   • Provide basic information about local and state wide on-line catalogs and database; demonstrate and explain various options.
   • Provide basic and general information on various library services and reference tools. Refer reference questions to appropriate staff.

Perform basic processing of library materials.
   • Unpack and inspect all incoming materials; match receipts; maintain records; route materials appropriately.
   • Check in (on-line or manually) serial publications (e.g., periodicals, newspapers).
   • Perform basic record maintenance including; create or edit item records; edit holding statements’ edit patron records; clear reserve item records; and insert bar-codes.
   • Claim unreceived serials.
   • Compile and print overdue list.
   • Receive, process (e.g., check in & check out), and prepare OhioLINK requests for shipment.
   • Retrieve ILL materials from stacks and prepare for patron use.
   • Perform basic bibliographic searching.
   • Functionally supervise 1-3 student assistants.
   • Collate materials being sent to binder. Maintain records for materials sent to and returned from binder.

Collection Management
   • Service study carrels and faculty studies by retrieving and checking in materials.
   • Shelve materials.
   • Retrieve library materials from stacks, controlled area, and storage, search for missing items.
   • Perform simple book repair.
   • Perform basic media repair (e.g., splicing, audiotape, microfilm, video tape or 16 mm film; remounting slides; replacing lamps or belts; cleaning the heads of VCRs or audio players).
   • Perform basic physical connections for audiovisual and computer equipment (e.g., connecting cables from a VCR to a TV monitor; CPU monitors, keyboards and printers).
   • Assist with book inventory.
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2. Provide departmental support.
   • Provide clerical assistance. (e.g., order and inventory supplies, manage unit or department files, type & process forms).
   • Answer, screen, and/or refer phone calls.
   • Use software packages to prepare basic documents.
   • Assist in training other staff and students.
   • Assist with hiring student assistants.
   • Monitor equipment use and perform minor maintenance on equipment (e.g., printers, photocopiers, PC terminals, A/V equipment).
   • Perform data entry.

Unusual Working Conditions

• N/A

Minimum Qualifications

• High school/GED diploma. At least three months applicable work experience, such as customer service, office/clerical, data entry, etc. Ability to enter and retrieve data from a computer.

• In order to perform the essential duties, some positions may require the ability to stoop and bend, lift materials weighing up to 40 lbs., ability to move loaded book trucks weighing up to 100 lbs.