

## Goffstown Public Library Job Description

### **TECHNICAL SERVICES LIBRARIAN**

**Grade/Classification:** Non-exempt hourly position.

**Job Summary:** Primarily responsible for technical services aspects of the library by performing a variety of tasks including ordering, cataloging and processing of materials. Provides reference assistance to patrons of all ages. This position has significant interaction with the public.

**Accountability:** Reports to Library Director or other senior staff. There is a six-month trial period and performance reviews are scheduled annually.

**Supervisory Responsibility:** none

**Equipment Used:** To include but not limited to computers and peripherals, photocopier, telephone, barcode reader, and small hand tools; electronic smart devices, tablets and readers.

**Environment:** Most tasks and duties are performed within the Library building; attendance at meetings and conferences outside the Library.

**Normal hours of duty:** As scheduled, including evenings and Saturdays. (Subject to change.)

### **Duties and Responsibilities**

The following activities are essential to this position:

- Oversee the entire acquisitions process, ensuring accuracy and efficiency. Possesses in-depth understanding of the acquisitions process and ILS module.
- Accurately manage materials budget records in the ILS, including receiving all invoices and credit memos.
- Possess a comprehensive and in-depth knowledge of cataloging principles and procedures, with a ready understanding of key cataloging resources and guidelines including and not limited to classification systems, RDA, AACR2, OCLC and Connexion client cataloging systems and records.
- Know and implement current metadata trends: Bibframe and linked data.
- Adhere to all cataloging rules and standards for the GMILCS consortium and share e-book, e-audio and authority control maintenance.
- Create original and copy cataloging, adapting online records according to professional guidelines, to facilitate their identification, access, and use.
- Search OCLC for all materials not found in the ILS or NHU-PAC catalogs; updates MARC records as necessary for Goffstown Public Library and the GMILCS consortium.
- Actively participate in the GMILCS Metadata Integrity Group (MIG) including attending bi-monthly meetings. Provide regular reports to Library Director and other staff.
- Effectively relay knowledge and cataloging standards to other staff members and to provide information and training regularly. Maintain up-to-date procedure manual.
- Keep abreast of cataloging rules, local/national standards and trends, as well as emerging technologies through reading, webinars, trainings, conference attendance, etc.
- Represent the library at meetings, workshops and conferences at the discretion of the Library Director.

## **Goffstown Public Library Job Description**

- Provide regular maintenance, repair and preservation of the library collection with emphasis on the deselection of adult materials. Ability to use ILS report functions for collection maintenance and statistics.
- Maintain the periodical collection including deselection of issues and recording of issues in library's ILS.
- Use current technologies in support of information services with the public, including but not limited to database searching and the Internet, including instruction to the public.
- Provide reader's advisory and reference services to the public, in person and over the telephone.
- Track and order all supplies; maintain budget and order details.
- Cover of other areas of the library as assigned.
- Perform other related duties as assigned.

### **TRAINING, SKILLS, EXPERIENCE**

M.L.S. or equivalent graduate degree from an institution accredited by the American Library Association or any combination of education and experience which demonstrates possession of the required knowledge, skills and abilities as determined by the Library Director. Related public service experience required, preferably in a library setting.

### **OTHER CONSIDERATIONS AND REQUIREMENTS**

Job requires some lifting, kneeling/squatting, frequent walking and stair climbing, along with the ability to climb on stools and ladders to retrieve materials on high shelves. Ability to listen, understand and interpret patron and staff requests and questions is critical. Excellent multitasking and customer service attitude is required. Attention to detail is critical for this position. Ability to work cooperatively and patiently with staff and library users; excellent verbal and written communication skills; computer literacy expected. Enthusiasm for reading and information systems is a definite plus. Appropriate attire and a courteous manner are expected.

### **Attached: Physical Activities Requirements**