

LA LAW LIBRARY JOB DESCRIPTION

Title:	Library Technician
Department:	Collection Management Services (CMS)
Focus:	Acquisitions
Reports to:	Managing Librarian, Serials & Acquisitions
Position(s) Supervised:	None
FLSA Status:	Nonexempt
Salary Grade:	3
Union Status:	Eligible for Representation
Effective Date:	

Position Summary

Prepares, transmits and monitors new and replacement orders in all formats (including electronic resources).

Responsibilities and Duties

The following activities are within the responsibilities of the Acquisitions Technician performed under limited supervision and per established guidelines.

Verifies bibliographic and order information

- Searches various databases such as the local Integrated Library System (ILS), bibliographic databases, and publishers web sites demonstrating an understanding of the functional requirements for bibliographic records
- Confirms availability and cost of the requested materials
- Researches most cost effective prices for acquiring requested materials (comparative acquisitions)

Creates and transmits purchase orders for firm, standing, subscription, replacement orders and gifts

- Reviews vendor assignment when needed with supervisor
- Creates and approves routine purchase orders
- Transmits purchase orders by a variety of means
- Coordinates replacement of materials with Collection Maintenance Supervisor

Updates records for library materials purchased

- Receives orders using the local ILS
- Updates MARC holdings when appropriate demonstrating an understanding of the library's utilization of Marc holdings
- Revises other library files associated with materials record keeping
- Creates invoices in the local ILS for approval
- Communicates with publishers/vendors to resolve any discrepancies in invoices and statements.

Claims materials that should have been received

- Records claims in the local ILS
- Transmits and monitors claims to make sure material is received exercising judgment to resolve problems

Creates or updates records when appropriate

- Monitors vendor information and updates records exercising independent judgment
- Creates bibliographic, holdings and items records as needed in the local ILS
- Handles vendor correspondence and closure of records associated with cancellations authorized by appropriate supervisory staff
- Communicates needed bibliographic record changes to Cataloging Department exercising independent judgment
- Coordinates with Continuations staff various Depository activities

Assists with other Collection Management tasks and activities

- Oversees organization of binders and other duplicates that are used for replacements
- Searches duplicates when needed for replacements as instructed
- Manages the sales of withdrawn materials on ALIBRIS and preparation for in-house book sales
- Assists with training
- Provides back up for Serials staff when needed
- Other assignments as needed

Position Qualifications

Required:

- Associate's degree with course work emphasis in Library Technology or related field; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities
- 2-3 years Library work experience.
- Ability to work in a team environment with diverse staff
- Knowledge of legal materials, publishers, and vendors
- Ability to communicate effectively with vendors and staff

- Proficiency in operating general office and library equipment including personal computer and software programs typically associated with library operations including MS Office
- Ability to read and interpret procedures in order to exercise independent judgment
- An aptitude for complex, analytical, detailed work
- Ability to effectively organize files

Preferred:

- One or more years law library experience.
- Working knowledge of one or more foreign languages
- Ability to work with flexibility in a changing environment
- Familiarity with an integrated library system such as Voyager

Work Environment

Will be working in a busy office environment.

Physical Abilities Required

- Requires the ability to lift, push, pull up to 50 lbs.
- May require bending, stooping, reaching, twisting and crawling.
- Must be able to move from one job location to another.
- Some exposure to adverse environmental conditions such as dust and/or odors.
- Sitting at a desk for long periods of 45+ min. may be required.
- Extensive use of a computer, keyboard, and mouse.