



Library Technician – Circulation, Periodicals & Cataloguing

The mission of Columbia Bible College is to equip people for a life of discipleship, ministry, and leadership in service to the church and community.

Department:	Library
Faculty/Staff/Management	Staff, non-management
Load/Term	60% (@\$22.84/hr) plus benefits Aug. 16/24 to April 30/25

Job Purpose

This position assists with circulation and course reserve services, manages and maintains the periodical collection, assists with acquisitions and cataloguing tasks, and directs library operations in the absence of the librarian or regular library staff on Saturdays and evening shifts.

Duties and Responsibilities

Circulation:

- Coordinates, oversees, and reviews the provision of circulation and course reserve services to ensure prompt and courteous circulation public service to students, faculty, employees, and community users in the absence of the Library Technician Circulation Coordinator.
- Handles complaints and complex situations with patrons regarding fines, delinquencies, and financial hold status, and determines appropriate action.
- Supervises, trains, and delegates work to library student workers, volunteers, and practicum library technicians.
- Provides reference assistance to students, staff, and community users in the absence of the Librarian.

Periodicals:

- Manages the library's periodical collection, including periodical control records, holding records, claims, and physical collections.
- Handles all periodical renewals, new titles, and invoices.

Schedule "A"

- Liaises with periodical vendors regarding orders, renewals, and claims.
- Receives periodicals; labels issues; displays new issues.
- Enters new periodical issues into the Evergreen system.
- Maintains the *Periodicals Holdings List* in Excel (hard copy and internet list).
- Identifies periodical issues for binding and assists with the maintenance of the collection by weeding and deleting holdings in Evergreen according to retention policies.
- Updates and maintains periodicals procedures manual.

Other

- Assists the Library Cataloguing and Acquisitions Technician in the Cataloguing and Acquisitions area, as required.
- Directs and reviews the work of volunteer staff, student workers, practicum students.
- Keeps abreast of new developments in the field.
- Provides recommendations and suggestions to the team regarding general library services.
- Works effectively with other staff.
- Assists with other tasks, as assigned.

Qualifications

Education: High School Diploma, with a Library Technician Diploma highly recommended

Experience: 2 years of library experience, although recent graduates of a Library Technician program are encouraged to apply.

Characteristics

- Aspire to the Staff & Faculty Attributes.
- Agreement with and commitment to the CBC Mission Statement, BCMB or MCBC Confession of Faith, Responsibilities of Community Membership Statement, and the ABHE Religious Freedom & Human Sexuality position statement.
- Maintain membership in good standing in a local Christian church.

Skills & Abilities

- Good communication skills.
- Must be able to work independently but ability to work as part of a team.
- Willingness to be flexible as well as to grow professionally.

Schedule "A"

Working Conditions

Office and library environment.

Physical Requirements

The ability to handle heavy books and to re-locate books for circulation or shelving.

Statement of Relationships

This position reports to the Library Director.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____