



Library Technician – Circulation Coordinator

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:	<i>Academics (Library)</i>
Faculty/Staff/Management:	<i>Staff, non-management</i>
Load/Term:	<i>100% (40 hrs/wk) Aug 16 - May 15</i>

Job Purpose

The Library Circulation Coordinator oversees the operations of the Library Circulation and Course Reserve services and other library duties.

Duties and Responsibilities

Coordinates the operations of Library circulation services:

- 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.
- Coordinates overdue notices; checks shelves for missing and lost items, contacting students and community borrowers.
- Coordinates study room bookings.
- Supervises, trains, and delegates work to library student workers, volunteers, practicum and part-time library technicians.
- Provides recommendations, input, and suggestions to the team regarding development and implementation of policies and procedures as they relate to circulation and reserve services.
- Handles complaints and complex situations with patrons.
- Monitors implementation of circulation policies and procedures and makes recommendations for changes.
- Authorizes fine waivers or reductions according to established policies and procedures.

Schedule "A"

- Liaises with the Accountant regarding student overdue charges.
- Generates monthly circulation reports.
- Updates patron records on a continuous and annual basis.
- Provides reference assistance to students, staff, and community users.
- Updates and posts signs related to public services, regarding opening hours, social media, electronic info screens, and computer/printer/photocopier/software problems.
- Develops and maintains circulation procedures manual.
- Submits cash deposits to the Accounts Supervisor.
- Generates schedules/calendars and arranges coverage for sick and vacationing library staff.

Coordinates the operations of the Course Reserve collection:

- Coordinates the Course Reserve collection to provide student access to course materials that are required by faculty for their courses.
- Liaises with faculty to determine Course Reserve requirements for their courses and to provide clarification of Course Reserve procedures.
- Changes the status of bibliographic records and compiles and updates the bibliographic list of Course Reserve items.
- Reviews and implements Course Reserve policies and procedures and makes recommendations for changes.

Provides supervision of circulation employees:

- Participates in the selection and training of part-time Library Technicians.
- Trains, directs, and delegates work to student workers and part-time library technicians.

Other:

- Assists in the Cataloguing and Acquisitions area, as required.
- Keeps abreast of new developments in the field.
- Provides recommendations and suggestions to the team regarding general library services.
- Assists with other tasks, as assigned.

Schedule "A"

Qualifications

Education: High School Diploma, with a Library Technician Diploma.

Experience: 2 years of library experience.

Characteristics:

- A faith commitment to Jesus Christ.
- Strive to model the Staff & Faculty Attributes.
- Agreement with and commitment to the CBC Mission Statement, BCMB or MCBC Confession of Faith, Responsibilities of Community Membership Statement, ABHE Tenets of Faith.
- Maintain membership in good standing in a local Christian church.
- Ability to work as part of a team.
- Willingness to be flexible, as well as to grow professionally.

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: _____

Grid Classification:	<i>Rate \$23.53/hour</i>
Date Approved by HR Committee:	
Reviewed:	