

- Provide reference services including use of major dictionaries, encyclopedias, almanacs, indexes, handbooks, directories, yearbooks and data bases;
- Assist the Division in the acquisition of resources;
- Process resource material (shelving, filing, laminating, repairs, etc.);
- Take regular inventory of resources;
- Maintain computer-based circulation and cataloguing;
- Assist in public relations, including visual displays;
- Compile and send out overdue letters to staff;
- Attend staff meetings as required.

Judgment, Independence and Client Contact:

- **Confidentiality**
A Library Technician is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public by the administration of a school or the school division. Breaching confidentiality is a serious violation of acceptable conduct.
- **Independence**
A Library Technician is expected to work independently
- **Working Jointly with Other Staff on Common Assignments to Tasks**
This position involves working jointly with the School Library Consultant, other staff, teachers and school and division based administration.
- **Responsibility for Quality of Assigned Work:**
The employee is under routine supervision and is responsible for the quality of the work and is expected to seek clarification and direction on any matters of concern. The ability of teachers to access required educational resources is dependent on the quality of the work.