

Bookmobile Technician Duties

Daily Duties:

Fill in time sheet

Prepare building for opening and closing

Receive all deliveries

Catalog materials:

- Find Marc records
- Enter items into ILS using SmartPort and CatExpress as necessary or create original record as necessary (discuss with Linda when creating an original)
- Barcode, stamp, spine labels, stickers applied to items
- Maintain item records in Symphony

Clean and repair books

Shelve books

Daily Reports

BKM Assumed Lost Report

Overdue notices

Hold pickup notices

Hold pickup list (email)

Clean hold shelf (email)

Additional and related "Reports" duties:

- Process Symphony holds (email or "On Shelf Item" wizard)
- Trap holds
- Clean hold shelf
- Check "Hold Pickup" report
- Check "Assumed Lost" report

Notify patrons of holds

Reader's advisory

Circulation – check books in and out

Clear transits

Assist patrons on computers

Register patrons for library cards

Empty Bookdrops

Assist patrons with Pioneer and downloadables

Keep library clean by performing duties as needed:

- Empty trash
- Clean, including bathrooms where applicable
- Dust
- Vacuum

Process all Inter-Library Loan requests and update ILL database
Collect overdue ILLs
Read emails and respond
Update social media
Process overdue notices and mail to patrons or phone the patrons
Receive and process mail
Answer phones
Respond to voice mail
Clear People Counter number and record in spreadsheet

Weekly Duties:

Contact patrons with wrong email addresses
Submit invoices for payment
Collection Development Assistance

- Look at best seller lists, recommended book lists, etc.
- Work with Librarian on lists

Story Time
Shelf read

Bi-Weekly Duties:

Submit Time Sheet

Submit all travel, training, and other documents for reimbursement
Print updated student barcode lists
Generate school overdue lists, email to schools

Monthly Duties:

Order office supplies for the Headquarters as well as the Bookmobile
Review budget, especially the 6181 Object Code. Share concerns with Librarian
Participate in Bookmobile Monthly Staff Meeting via Adobe Connect
Check "Finished Reports" for statistics and maintenance reports – specifically those listed below

Monthly Reports

Bibs with call# and no item
List charges - items c/o not to your library
List Items - Fast add
List Users Missing User Cat 1
List Users Missing User Cat 2
List Users Missing User Cat 4
List Users Blocked - (complete)
Monthly Statistical Reports (need to be shared with Librarian)
Items added in previous month
Monthly Circ by stop

Collection snapshot total - item type and location
Collection snapshot by location
Circulation by location

Quarterly Duties:

Site visit with Supervisor
UPM review with Supervisor (casual)

Quarterly Reports

Student Assumed Lost (Aug. Nov. Feb. May)

Bi-Annual Duties:

Assist in creating and updating schedules
Send schedules to Darci at USL, local newspapers, ETV news, radio stations, and mention it in social media

Annual Duties/Opportunities*:

Enter new students for all elementary schools, sort by class, print barcodes
Summer Reading Program
Summer Reading Survey
Assist with annual report
Assist with Pilferable Asset Inventory
Attend Annual Bookmobile Conference
Attend ULA*
Full Collection Inventory (on a 5-10 year rotation)

Duties as Needed:

Maintain Stamps.com. Ensure the account balance will cover ILL, mail, etc.
Assist Relief Drivers
Conduct Library tours for groups or schools
Help Bookmobile Librarian with projects
Assist with weeding
Train volunteers
Online training and webinars
Special projects such as committees, training, and partnering.
Send surplus requests to USL
Properly dispose of surplus items