

#7

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Saturday, December 18, 2021 12:41:35 AM  
**Last Modified:** Saturday, December 18, 2021 12:54:01 AM  
**Time Spent:** 00:12:25  
**IP Address:** 99.145.237.117

---

Page 1: Classified Position Request Form

**Q1**

Please enter the following:

Department	<b>Library</b>
Position Title	<b>Library Technician II</b>
Salary Range	<b>28</b>
Annual Salary at Step B*	<b>\$43,320</b>
Hours/week and # of months (e.g., 10-month, 11-month, 12-month)	<b>40 hours/week, 12-month</b>

---

**Q2**

Current goal this position will directly advance/support

This relates to Goal #4: Improve library circulation services and spaces that allow students to study and do research.

---

**Q3**

How will this position directly advance/support the goal listed above?

This position is responsible for the library's Interlibrary Loan service, using OCLC's WorldCat to locate materials at other libraries and borrow them for our students' use. Given the small size of the library's collection,

---

**Q4**

**Replacement for a funded (vacant) position**

What type of position is being requested?

---

**Q5**

Please attach the description for the position classification (contact GCCCD Human Resources to obtain this).

**C.28 - LIBRARY TECHNICIAN II.pdf (180.4KB)**

---

**Q6**

What are the actual duties and responsibilities that are specific to this requested position that you would like to highlight to help the Classified Hiring Priorities Committee understand the need for this position?(200 words or less)

Essential Functions: This position handles the library's Interlibrary Loan service, using OCLC's WorldCat to secure the resources of other libraries for our students' use. Given the small size of our library's collection, it is often necessary to borrow materials from other libraries to meet our students' research needs. Other essential duties include but are not limited to:

Fully utilize library related interfaces to provide access to library resources, including but not limited to the circulation, cataloging, interlibrary loan, and reserves modules of the integrated library system.

Acquire, create, and edit temporary catalog records and import and edit permanent catalog records provided from vendors to make library resources available to users following the library rules, standards, and established procedures.

Use the appropriate module in the integrated library system to conduct general catalog maintenance including withdrawing items, resolving missing and lost and paid issues, updating authority records, and performing regular inventories of the collection(s). Utilize the library related interfaces to update library holdings.

Conduct physical resource maintenance including repairing and processing library resources.

Participate in regular inventory and weeding as directed; update the catalog to accurately reflect the library's holdings.

---

**Q7**

Please address the following: How are the duties of the requested position currently being performed, if at all? How does the lack of this position impact the program or service area? What impact, if any, have frozen or vacant positions within the department had on services or staff workload? (200 words or less) (Rubric Criteria 1)

This position is currently filled, but will be vacated on December 15, 2022 when the incumbent retires.

---

**Q8**

How has the program/service area changed over the most recent five academic years and/or how is it expected to change within the next five years (i.e. growth, additional services, increased workload and reorganization) that warrants this position? \*\*Please use both quantitative and qualitative data including, but not limited to: enrollment and productivity data, staffing or other studies, surveys, volume of students or employees served, total comp time accrued, number of hourly/intern/volunteer/work-study, and services provided.\*\* (200 words or less) (Rubric Criterion 2)

The service area has changed little over the most recent five academic years.

---

**Q9**

**Student Validation and Engagement**

Which of the College's strategic priorities will this position most directly support? Note: Selecting more than one strategic goal will not impact the Classified Hiring Priorities Committee rating of the position.

---

**Q10**

Please explain how the requested position will support the college strategic priority(ies) identified above. (200 words or less) (Rubric Criterion 3)

This position is responsible for the Interlibrary Loan program, using OCLC's WorldCat to locate and borrow materials from other libraries to meet our students' research needs. Given the small size of our library's collection, this is an essential service. This position also provides public service at the circulation desk, processes new books, and repairs and maintains the library's collection of physical books.

---

**Q11**

How will the position impact the ability of the program or service area to innovate and meet changing needs? (200 words or less) (Rubric Criterion 3)

This position is essential to the library's functioning.

---

**Q12**

Please confirm that you have discussed this faculty position request with the dean or manager and that you understand that deans and managers will be providing feedback to help inform the prioritization process.

**Yes, I have discussed this position request with the Dean or Manager**

---