



# Evergreen High School Library

“A Place to Learn”

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## **Student Library Technicians ESSENTIAL FUNCTION STATEMENTS**

*The following tasks are typical for all periods. A Student Library Tech, during any single period, may not perform all of these tasks or may perform similar related tasks not listed here:*

1. Perform routine library work; check books in and out, sort and shelf books, magazines, and various other Library materials according to established procedures.
2. Maintain the Library in a clean and orderly fashion; straighten book shelves and areas of public use; move tables and chairs; clear book drops and check in materials.
3. Respond to basic requests and inquiries from students and staff regarding use of Library facilities and equipment; refer to appropriate Library staff as necessary.
4. Inspect Library collection for damage or needed repairs.
5. Provide assistance to higher level Library staff; retrieve materials from office; assist in performing routine circulation duties.
6. Prepare facility for opening and closing to the public.