

Regular Job Functions

It is important to have a clear picture of what functions library technicians are performing in the workplace. From the following list of duties, check all that you perform on a regular basis (daily or weekly) **Please check all that apply.**

Function	Count
Circulation	84
Internet searching	81
Cataloguing	70
Collection development	61
Online database searching	61
Acquisitions	60
Administrative duties	59
Reference	59
Collection maintenance	58
Data entry	54
Displays	52
Processing	49
Shelving	48
Financial responsibilities	47
Programming events/activities	42
Advocacy	41
Children services	41
Instruction	40
Supervising students	39
Database maintenance	37
Training staff	37
Interlibrary loans	34
Writing manuals/documentation	34
Public relations	33
Serials	33
Document delivery	32
Inventory	32
Textbook management	30
Audio-visual	29
Records management	29
Computer/LAN admin	28

Function	Count
Supervising staff	28
Current awareness/routing	25
Reading/story hour	25
Website development/maint.	24
Outreach	23
Reserves	21
Marketing	19
Testing new products	19
Tours	19
Archives	18
Fundraising	17
Recruitment	15
ILS administration	14
Electronic publishing	12
Indexing	12
Graphic design	9
Library board	9
Pamphlet/vertical file	8
Looseleaf update filing	7
Programming scripts, apps, software	6
School board	1