Library Technician
Cadence Group – Washington, DC

Responsibilities:
- Interlibrary loan work, processing orders and sending materials to other libraries
- Tracking loaned and borrowed materials to insure timely return using Integrated Library Systems (ILS)
- Processing library materials, including preparing and updating shelf lists
- Identifying and preparing library materials for binding
- Integrated library system support
- Registering staff for access to databases and other online services
- Organizing routine training
- Copy cataloging
- Circulation and ready reference support
- Preparing requisitions or other procurement documents for purchase of library materials
- Preparing multi-media and/or paper-based presentations

Requirements:
- Must have 3 years specialized experience in a library that provided specific knowledge of library rules, policies, and procedures for circulation and technical service including library systems, procedures, and theory
- An associate degree from recognized college or technical institute with 16 credits in library science may be substituted for specialized experience
- Must have experience or training that demonstrates knowledge of Integrated Library Systems (ILS), library applications, and other information technologies
- Must have experience in a library that provides the applicant with general knowledge of standard library rules, policies, knowledge of cataloging rules (copy cataloging), and procedures in circulation services

Cadence Group is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or protected veteran status.

This position is contingent upon contract award.

Apply at: http://www.cadence-group.com/job-descriptions/#library-tech-dc