

Alberta's Health Regions and Voluntary Organizations and the Health Sciences Association of Alberta (HSAA)

This classification specification identifies representative duties and responsibilities, and is intended to assist in the determination of the appropriate classification level within each discipline. Some duties and responsibilities may overlap between class levels. The classification specification is not intended to provide an exhaustive list of all duties performed.

Classification Title: **Medical Library Technician**

Date Updated: **May 20, 2008**

Job Summary:

The Medical Library Technician is responsible for fulfilling client information needs by providing reference, technical, statistical and administrative services that facilitate access to library information and collections. This position facilitates access to comprehensive health information and resources for patients, families, physicians and health care providers.

Key Responsibilities and Typical Duties:

Core Duties

- Provides information, reference and advisory services, to library users.
- Conducts manual and computer literature searches, using available print and electronic services.
- Facilitates and coordinates access to health information, in a variety of formats.
- Collaborates with colleagues, library staff and appropriate health care providers, to facilitate access to information.
- Records, catalogues and processes all new resources received, for site and regional libraries.
- Orders and arranges payment for materials and subscription services, as requested.
- Conducts literature searches.
- Liaises with publishers and subscription services.

Other Related Duties

- May assist in determining computer/automation needs and liaises with information system staff to ensure the technology needs of the libraries are met.
- Updates the departmental procedure manual as required.
- Shelves library resources using an accepted classification system.
- Performs circulation desk duties as required.

Leadership

- Leads and coordinates the development of information sheets on specific health topics in conjunction with other health care providers.
- Acts as a resource for medical library users.
- Trains medical library users in the use of medical databases, on-line catalogues, intranet and internet.
- Develops training and orientation materials for new library staff.

Decision-Making

- Identifies gaps in library collections and recommends resources for purchase.
- Recommends selected library books, videos, cd-roms, journals and computer programs.
- Determines appropriateness of donated material/ resources.

Knowledge:

Education

- Diploma from an Information Management/Library Technology Program.

Working Conditions:

Physical Demands

- Lifts heavy/awkward resources.
- Performs repetitive movements and assumes awkward positions.
- Prolonged computer use.

Work Environment

- Standard office environment.