## LIBRARY MEDIA TECHNICIAN BUSDFinal



## BERKELEY UNIFIED SCHOOL DISTRICT

LIBRARY MEDIA TECHNICIAN BUSDFinal

Process and receive library materials, textbooks and equipment orders; prepare new and donated materials for introduction into the library materials collection; verify packing lists, stamp materials, affix bar codes, update and edit electronic records, and update spine labels; re-organize shelves to

LIBRARY MEDIA TECHNICIAN BUSDFinal

## ABILITY TO:

Perform a variety of technical library duties in the acquisition, circulation, maintenance and distribution of books, textbo