

LIBRARY MEDIA CENTER LIBRARY CLERK JOB DESCRIPTION

DEFINITION

The library clerk is a paraprofessional under the supervision of the library information specialist. The library clerk operates the library automation system for circulation of library resources to students and teachers, performs clerical tasks in the management of the library media center, and other related library media center work.

KNOWLEDGE AND ABILITIES:

Knowledge of:

1. Current library media practices and procedures.
2. Proper method for lifting heavy objects.
3. Good efficient computer skills, can navigate in a Windows platform.
4. Microsoft Office programs (Word, Excel, etc).

Ability to:

1. Rapidly perform clerical and manual work requiring accuracy and speed.
2. Organize work efficiently amidst continuous interruptions.
3. Learn to operate library automation system after reasonable training.
4. Spell correctly, use good English, and make moderate arithmetical computations.
5. Understand and follow oral and written directions.
6. Establish and maintain cooperative working relations with others.
7. Possess telephone skills.
8. Exercise good, reasonable judgment in dealing with students, teachers, and administrators.

REPRESENTATIVE TASKS

The many tasks performed by the library clerk may include the following:

1. Circulates materials to students and teachers by operating the automation library system.
2. Types necessary correspondence and generates orders, overdue lists, bibliographies, and other materials needed for the operation of the LMC by using the Microsoft Word program and/or WebReports, a component to the library automation system.
3. Files vendors/publishers catalogs, orders and invoices, and other library materials.
4. Orders and returns materials from Library Services.
5. Shelves and maintains library media materials in correct order.
6. Schedules and circulates AV equipment and materials. .
7. Does minor repair on books, magazines, etc.
8. Assists in inventory of library resources and supplies.
9. Checks in materials ordered on packing slip/invoices and prepares for circulation using the library automation system.
10. Keeps circulation records of in-house usage of library resources.
11. Prepares AV equipment for maintenance.
12. Is knowledgeable in use of all equipment, including computers.
13. Unpacks and packs, adds items to local collection in library automation system, sorts, shelves, and distributes library materials and AV equipment.
14. Performs other related tasks in the media center as instructed by the library information specialist.

GENERAL INFORMATION

The library clerk is accountable for 7.5 hours of work per day. Unless the principal designates otherwise, absences should be reported to the principal who will be responsible for reporting this absence to the library information specialist (LIS).

Library clerks may have two fifteen (15) minute breaks per day, one in the morning and one in the afternoon. These breaks are a considered a right and shall never interfere with proper performance of the work responsibilities and work schedules (Support Staff Handbook, Chapter IV, Section A-3.)

Annual evaluations may be done by the LIS at the direction of the principal. If a library clerk serves more than one school, all LISs should have input into the evaluation.

Since library clerks are funded through the budget of Library Services, use of the clerk as a substitute in other positions within the school is inappropriate.