

LIBRARY CLERK

CL:14

DEFINITION

In the absence of a certificated librarian, this position assumes full responsibility for the acquisition, processing, cataloging, maintenance, disposition, and record keeping for library media materials and other duties contained here-under. In general, this position is responsible for the overall efficiency and effectiveness of the school library to which assigned. It is recognized that the duties will vary at different school sites at the discretion of the principal.

DUTIES

Is responsible for ordering, processing, storage, minor repairs and mending, and circulation of materials; Assists pupils and teachers with the location of materials; Maintains records of acquisitions, withdrawals, and inventory; Maintains the card catalog for the library; Acts as receptionist for the library; Reviews condition of materials and makes decisions regarding repair or recommendations for replacement; Gathers, compiles, and prepares data for statistical and operational reports; Assists in preparing forms; Composes, types, and maintains library correspondence; Prepares and maintains library bulletin board displays; Trains and directs the work of assigned clerical staff or pupil assistants; Assists in maintaining records of expenditures for library materials, supplies, and equipment; In the absence of an audiovisual clerk, performs tasks related to the control, distribution, instructional use by students and staff, care, and minor maintenance of audiovisual materials and equipment; Maintains reserve materials and school related historical documents, photos, yearbooks, publications, etc., in a safe and secure location; Promulgates quarterly lists to school site principals of new materials and names of students owing fines or otherwise delinquent in returning library materials; Requires good order and behavior from students in library; Works cooperatively with school staff personnel and administrators; Maintains areas of responsibility in a neat and orderly condition; Assists in budgetary planning; Performs other duties reasonably related to the job class.

At the Ben Hulse Elementary School, further duties include: Checks out all stored textbooks; Keeps an up to date inventory of all textbooks; Checks condition of textbooks, orders new textbooks when needed; Stores supplementary textbooks in orderly manner to facilitate access on request; Submits request for supplementary textbooks when needed; Checks deliveries against invoices and reports on completion; Recommends titles for reorder; Delivers messages to personnel stationed in the area; Supervises activities scheduled in the library; Assists in many emergency type activities (disaster drills, tropical storms, etc.) where additional personnel is desirable; Collects any textbooks in the elementary area for the book-give-away or for other means of disposal.

I.U.S.D. – Library Clerk

MINIMUM QUALIFICATIONS

KNOWLEDGE: Modern library organization, procedures, and record keeping practices.

ABILITY: Exercise judgment and assume responsibility; Establish and maintain effective working relationship with pupils, staff, parents, and volunteers; Rapidly learn and apply pertinent district policies and procedures; Train and direct the work of pupils and volunteers; Clerical aptitudes, including computational skills; Type at a moderate rate of speed; Operate and performs minor repairs on equipment maintained in library or media center.

EXPERIENCE: The skills, knowledge, and ability listed above would typically be acquired by training resulting in possession of a certificate of completion as a library technician from a two-year community college program. One year of school library clerical experience performing a majority of the more complex duties listed above and supplemented by formal directly related course work may be substituted for possession of the certificate.

EDUCATION: High school diploma or equivalent.

NORMAL TERMS OF SERVICE

Eight hours per work day, ten months per year.

IMMEDIATE SUPERVISOR(S)

School Site Administrators (served by library)

REPORTING SUPERVISOR

School Site Principal (where library is located)

REVIEWING OFFICER

School Site Principal (where library is located)