

LIBRARY CLERK

RANGE 25

DEFINITION

Under general supervision performs a variety of clerical and technical library duties in a school library. Do related work as required.

EXAMPLES OF DUTIES

Assists students, teachers and/or librarian in the operation of the school library, helping them to find materials, teaching them to use resource guides, assisting in the use of computers and programs - either word processing program or searching for information and printing. Teaches the use of card catalogs and the Dewey Decimal System. Conducts in-service classes for students in areas such as general use of the library including the use electronic media. Works with teachers and/or librarian to select materials to support curriculum depending on age and grade level of students. Prepares purchase orders and other required paper work. Develops and oversees various reading programs designed to stimulate student interest, ability and motivation in reading including story time, book talks or reading clubs. Receives materials and enters into system and places on shelves; repairs books and materials; disposes of damaged or outdated materials according to established procedures. Follows-up on overdue materials, sends notices and collects fines. Assists in organizing and conducting periodic book fairs. Organizes and decorates library. Maintains a clean and orderly environment. Performs other duties as required to accomplish the objectives of the position.

EMPLOYMENT AND STANDARDS

Education and/or Experience: High school diploma or equivalent required. Minimum of one year experience in library or instructional setting desirable, but not necessary.

Knowledge and Skills: Requires specialized knowledge of basic library methods, practices and terminology including use of library card catalog and basic reference sources. Must understand the Dewey Decimal System of classification and the American Library Association rules for filing catalog cards. Must be familiar with automated cataloging systems and records. Requires sufficient communication skills to influence student behavior and their reading habits and to interact with staff and teachers of library programs.

Abilities: Must be able to perform all of the duties of the position with general supervision and support. Requires the ability to follow detailed procedures such as standard library cataloging and filing rules. Must be able to maintain a well organized and attractive library setting. Must be able to apply and explain library rules, regulations and policies. Must be able to monitor and maintain acceptable student behavior. Requires the ability to deal courteously with library patrons including students, teachers, parents and member of the public. Must be able to perform routine clerical and record keeping duties.

Physical Abilities: Requires sufficient visual acuity to recognize letters and numbers; hand-arm-eye coordination to use a personal computer keyboard; ambulatory ability to walk, move carts and reach to shelves for placement of lightweight objects (less than 20 pounds); hearing and speech ability to carry on conversations in person and over the phone.

BWS:cs

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