

WISEBURN SCHOOL DISTRICT

LIBRARY CLERK

DEFINITION

Under general supervision, to perform a wide variety of library clerical work in the circulation, processing, and operation of a school library; to assist students and instructors in the use of a school library; and to do other related work as required.

EXAMPLES OF DUTIES

- Assists students in the use of library catalogs, and in locating books and materials. E
- Assists instructors by pulling books, pamphlets, and other library materials for use in classroom or special area of the library. E
- Charges and discharges books and audio-visual materials, such as records, filmstrips, tapes, art prints, charts, tape recorders, players, and projectors. E.
- Processes books and materials for circulation. E
- Types pockets and catalog cards, and prints classification numbers on books. E
- Sorts and shelves books. E
- Orders and processes orders for new books and magazines.. E
- Removes obsolete materials (books, etc.) from library collection. E
- Inspects shipments for conformance with orders, and processes books for circulation. E
- Mends old or damaged books. E
- Checks and dusts shelves and bookcases. E
- Prepares and types lists of past due books, and if necessary informs parents. E
- Receives and receipts money for lost books and forwards to Business Office. E
- Arranges displays and exhibits in school library. E
- Reads or tells stories to classes. E
- Schedules staff for visits to Media Center. E
- Works with computer clerk to plan for classes. E
- Maintains order and discipline among students using the library. E
- Performs other related duties as required.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Dewey Decimal Classification System and library terminology and procedures.
- English usage, spelling, grammar, and punctuation.
- Standard library reference sources and audio-visual library equipment.
- Computers
- Record keeping techniques.
- A second language.

Note - Task statements coded with the letter 'E' are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.

DESIRABLE QUALIFICATIONS - (Cont'd.)

Ability to:

- Perform general clerical and subprofessional library work.
- Maintain order and discipline among students using the library.
- Type at a speed of 50 words per minute from clear copy.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative relationships with those contacted during the course of work.
- Speak and write in Spanish.

Experience - One year of general clerical experience preferably which included work performing subprofessional library duties similar to those described above..

Education - Equivalent to completion of the twelfth grade. A high school diploma is **desirable**.

WORKING CONDITIONS

Environment

School library environment.

Physical Abilities

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| Vision (which may be corrected) | to read small print and maintain records. |
| Hearing (which may be corrected) | to communicate with students, staff and parents, and to talk on phone. |
| Speech | to communicate with staff, students, and parents. |
| Dexterity of hands and fingers | to operate standard library equipment. |
| Sitting for prolonged periods of time | to perform required secretarial duties. |
| Standing for prolonged periods of time | to perform library duties and shelve books. |
| Bending at the waist | to pick up and move AV equipment and to shelve books and materials. |
| Strength | to lift, push, pull and/or carry objects which weigh approximately 25 lbs. on a regular basis. |