

Oak Grove School District

JOB TITLE:           **LIBRARY CLERK**

### DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform a variety of technical and clerical duties involving circulation, reference, and record keeping activities within a school library and to act as prime resource person regarding materials available. Employees in this classification receive indirect supervision from the District Librarian and a school administrator within a broad framework of policies and procedures. This job class is responsible for the day-to-day operations of an on-site library and requires a variety of specialized and technical skills, organizational skills, as well as creativeness, initiative, and independent judgment.

### TYPICAL DUTIES

- Organizes and maintains the routine operations of a school site library/media center
- Checks library materials in and out (circulation); inspecting incoming materials for damage, need for mending, etc.
- Processes books, magazines, and other media materials into and out of the system
- Collects fines; providing notification and follow up on overdue materials
- Maintains records and prepares reports regarding circulation, attendance, monies collected, lost materials, etc.
- *Assists teachers with* students using library; maintaining discipline as necessary
- Answers questions on basic reference materials and procedures and use of library facilities; directing users to appropriate areas for retrieval of needed materials
- Researches requests from teachers, students, and staff
- Fills teacher requests for library materials whenever possible
- Performs inventory of collection; reporting lost and damaged materials and recommending withdrawals from and additions to the collection
- Promotes the use of the library through displays, bulletins, or other means
- Mends books
- Types a variety of materials such as bibliographies, shelf cards, memos, letters, reports, correspondence, etc.
- Conducts orientation sessions and class tours through the library
- Trains and supervises student assistants and volunteers in the proper library methods and techniques
- Shelves books, and assists in the maintenance of the library
- Orders and processes supplies
- Implements and coordinates special programs in the library such as book clubs, reading clubs, etc.
- Attends meetings and workshops related to the school library
- *Performs related library clerk duties as required*

## MINIMUM QUALIFICATIONS

- Knowledge of the basic purpose, organization, and operation of a school library
- Knowledge of standard office procedures and practices
- Knowledge of proper English grammar, usage, and spelling
- Skill to effectively use *automated catalogue program*, dictionary, encyclopedias, and related reference materials
- Skill to communicate effectively both in oral and written form
- Skill to learn standard library terminology and methods including the Dewey Decimal System
- Skill to use standard office and library equipment
- Skill to type accurately at a rate sufficient for successful job performance
- Skill to plan and organize library activities and programs
- Skill to perform mathematical calculations using addition, subtraction, multiplication, and division
- Skill to establish and maintain a variety of records and filing
- Skill to prepare routine report systems and correspondence
- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties
- Basic computer skills
- Ability to learn and operate automated Library processing system