

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: High School Library Media Specialist

HOURS: Pre & Post inventories, orders, in service of new staff members.

QUALIFICATIONS:

1. Possession of a valid Iowa teaching certificate
2. Demonstrated knowledge of skills relating to the organization of a high school library
3. Skills in the organization, repairing, sorting, restocking, and selection of proper materials.
4. Ability to in service new staff as to resources, availability and proper use of equipment
5. Excellent communication, public relations and organizational skills
6. Ability to relate positively with staff, parents, students, and community.

REPORTS TO: High School Principal

JOB GOAL: To provide all students with an enriched media center environment containing a wide variety of materials and technologies that will invite intellectual growth, and to aid all students and staff in acquiring the skills needed to take full advantage of media center resources.

PERFORMANCE EXPECTATIONS:

The media specialist will:

- I. Perform post inventory tasks to include:
  - A. Correction of materials record
    1. New unrecorded materials
      - a. Determine if has a catalog record-if not:
      - b. Acquire record (order or prepare locally)
      - c. Enter into data base
      - b. Prepare materials for circulation (bar code, security strip,
    2. Returned lost material
      - a. Check "lost" file
      - b. Reacquire(create) catalog record
      - c. Enter record into database
      - d. Check with Principal's Office to:
        1. Verify if paid for by student
        2. Make refund if has been paid
    3. Incorrect entry:
      - a. Determine where problem exists
        - (1) Same barcode on two different materials

- (2) Data entry error
      - b. Correct error in database and on material
    - 4. Materials lost in past ( not returned for One year)
      - a. Determine whether replacement is needed
      - b. If not being replaced:
        - (1) Remove from data base
        - (2) File in “withdrawn” folder
- B. Dispensation of damaged materials
  - 1. If material is repairable:
    - a. Repair locally
      - (1) Media Center materials
      - (2) Classroom materials
    - b. Send to bindery
      - (1) Media Center materials
      - (2) Classroom materials
  - 2. If material is not in good enough condition to repair:
    - a. Determine if material needs to be repurchased and do so
    - b. If material dated/out of print, follow the procedure for
- C. Circulation materials renewal
  - 1. Replace tattered covers/jackets
  - 2. Clean materials where needed
  - 3. Replace missing spine labels
  - 4. Replace missing/damaged bar code labels
  - 5. Repair/replace torn/missing pages
  - 6. Remove circulation card and file
- D. Deselection (Weeding)
  - 1. General considerations:
    - a. Materials of poor content
      - (1) Outdated information
      - (2) False information
      - (3) Superseded editions
    - b. Materials of no use in collection
      - (1) Three to five years without circulating
      - (2) Unneeded duplicate titles
      - (3) Materials purchased in support of curricula which are no longer taught

- c. Materials of very poor appearance
    - (1) Badly bound/printed editions
    - (2) Worn out/damaged beyond repair materials
  - d. If in a standard catalog, retain regardless of condition
  - e. Consider for deselection any materials older than ten years
  - f. Destroy materials and records of discarded materials
- II. Provide Selection Services to include:
- A. Materials identified as needing replaced during inventory process
  - B. Materials needing to be reordered for next year:
    - 1. Subscriptions renewed
    - 2. Annual series updated
    - 3. Standing orders evaluated
    - 4. Supply needs identified and replenished
  - C. Materials for expansion of old and creation of new units in conjunction with
    - 1. Supply materials catalogs upon request
    - 2. Suggest appropriate supplemental materials for the reading of reviews
    - 3. Contact outside agencies for curriculum support:
      - a. Scott County Library System
      - b. Davenport/Bettendorf Library Systems
      - c. Regional systems(Including AEA9)
      - d. Internet Sites
    - 4. Suggest/create non-print instructional materials/ideas
    - 5. Order and process new materials selected
    - 6. Bibliographies: Update past/create new
    - 7. Perform readability studies on materials as requested by faculty
- III. Evaluation and modification of Media Center procedures and services in the areas of:
- A. Circulation
  - B. Processing
  - C. Selection
  - D. Bibliographic updating
  - E. Production
  - F. Public Relations: Evaluation for just complete year/considerations or next year
  - G. In-service instruction/planning for aides and student helpers
  - H. Web site design/modification

- IV. Orientation of new faculty members
  - A. Group presentation of services provided
  - B. Discussion of facilities and services provided outside of building:
    - 1. Within school district
    - 2. Area Public Libraries
    - 3. AEA programs
    - 4. College and regional opportunities
    - 5. Local commercial
    - 6. Internet access: free and purchased
  - C. General group orientation to media center physical facilities
  - D. Individual consultation:
    - 1. Familiarization with collection in specific curricular area
    - 2. Provision and discussion of existing bibliographies
    - 3. Discussion of possible new strategies:
      - a. Production possibilities
      - b. Selection needs
      - c. Bibliographic needs
    - 4. Cooperative scheduling of Media Center visitations

TERMS OF EMPLOYMENT: All working conditions are contained within the Master Agreement

EVALUATION: This position will be evaluated using a district-approved evaluation procedure, i.e. teacher, classified, etc.

Approved by: \_\_\_\_\_ Date \_\_\_\_\_

Reviewed and agreed to by: \_\_\_\_\_ Date \_\_\_\_\_  
 (Incumbent)

4/2/03