

MERCED CITY SCHOOL DISTRICT

CLASS TITLE: LIBRARY MEDIA ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of general clerical functions involved with the circulation and distribution of books, instructional materials, audio-visual materials and equipment; recover library and reference books; assist students and teachers using library/media resources.

REPRESENTATIVE DUTIES:

Perform a variety of general clerical functions involved with the circulation of books, instructional materials, audio-visual materials and equipment; recover library and reference books; assist students and teachers in finding and selecting library/media resources. *E*

Assist the librarian to advise and tutor the instructional staff and students in the use and operation of networked computers, software and related resources. *E*

Assist individuals in the use of the card catalog and on-line terminal; assist individuals and groups of students in the use of basic reference sources; locate readily accessible bibliographic data; answer ready reference questions. *E*

Monitor students in the library/media facilities.

Perform general clerical duties, including typing, filing and maintaining records; maintain students' records on computer; maintain library security programs. *E*

Prepare overdue notices, distribute bills and collect for lost or damaged books. *E*

Prepare and process books, magazines, and media materials for circulation; implement circulation procedures. *E*

Prepare requisitions; maintain contact with District personnel to facilitate the handling of purchases as assigned; complete ordering processes, maintain order records, inspect materials. *E*

Maintain informational files and catalogs about characteristics of items, prices, delivery and special features. *E*

Maintain and repair instructional materials and report needed repairs of equipment and set up these to meet specific needs within limits of their normal capacity. *E*

Inventory collections; assist in pulling or weeding collections to remove obsolete, damaged, or withdrawn books; maintain appropriate records.

Perform related duties as assigned.

The employee is to adhere to federal and state regulations, Board policies, and related administrative regulations which pertain to the particular assignment.

The Library Media Assistant works under the direct supervision of the principal or designee. Exercises no supervision.

MINIMUM REQUIREMENTS:**KNOWLEDGE OF:**

Library/media center methods, practices and terminology.

Dewey Decimal Classification system and technical library/media reference materials.

Library and media card catalog systems and their maintenance and organization.

Modern office practices, procedures and equipment.

Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Maintain a wide variety of records in connection with school library/media center.

Perform technical library/media center work.

Type accurately at a speed of not less than 40 words per minute from clear copy.

Maintain order among students using the library/media center.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

Understand and follow oral and written directions.

Operate a computer terminal.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school including or supplemented by library technical assistant course work and two years of clerical experience including some experience in a library or media center.

WORKING CONDITIONS:**ENVIRONMENT:**

Library environment subject to constant interruptions.

PHYSICAL ABILITIES:

Moderate lifting; bending; reaching above shoulder; standing for extended periods of time; dexterity of hands and fingers to operate a keyboard.

Legal Reference: California Education Code, Sections 45103, 45109

Policy Adopted: July 7, 1975

Policy Revised: March 3, 1981

Policy Revised: April 4, 1995

Policy Revised: April 15, 2003