

SCHOOL DISTRICT NO. 5 (SOUTHEAST KOOTENAY)

JOB DESCRIPTION

JOB TITLE: LIBRARY CLERK

JOB SUMMARY: An employee who is hired to support the operation of a school library. The Library Clerk takes direction from the school Librarian, or the school Administrator.

QUALIFICATIONS REQUIRED:

1. Grade 12 or equivalent.
2. Valid B.C. driver's license.
3. Experience with library software.
4. Demonstrated computer word processing and data entry skills, minimum keyboarding speed of 55 wpm.

MUST HAVE THE ABILITY TO:

1. Communicate effectively, orally, and in writing.
2. Develop effective work methods to handle assigned tasks.
3. Be self-directed, flexible, and work independently.
4. Work under pressure.
5. Operate computer systems related to the position.
6. Solve problems related to the position.
7. Be organized.
8. Relate to students of all ages.
9. Support teaching staff in procuring materials for lessons or topics of study.

RESPONSIBILITIES AND DUTIES:

1. Knowledge of L4U.
2. Handle the circulation of library materials.
3. Book exchanges assistance if requested.
4. Library files and searching the data base.
5. Start-up files – inputting classes, setting holidays, adding and deleting students and staff, etc.
6. Year end duties – overdue notices, reports, etc.
7. Overdues – weekly lists for students, monthly lists for staff, letters or notices for home.
8. Labels and barcodes for all library materials.
9. Knowledge of Dewey Decimal System.
10. Shelving knowledge.

11. Be able to take inventory.
12. Book repair and maintenance.
13. Ordering of library supplies.
14. Order books as requested by school Librarian or Administrator.
15. Assist with finding overdue books, lost books and billing for same.
16. Audio visual equipment – sign out and in, ordering and maintenance requests.
17. Laminating (where applicable).
18. Other duties as assigned by Principal.

Caution – some schools do not have Teacher-Librarians, but often have Library Clerks or Administrators.