

LIBRARY MEDIA CLERK I

DEFINITION

Under general supervision, to perform clerical functions related to the acquisition, processing, cataloguing, storage, circulation and recovery of text, library and reference books, audio-visual materials and equipment, and a variety of other instructional materials and media; and to do other related work as required.

EXAMPLES OF DUTIES

Receives and processes books, periodicals, workbooks, textbooks and other instructional materials and media; receives, requisitions and routes audio-visual materials and equipment; maintains circulation and distribution records; prepares and maintains a variety of file and record systems, including shelf and storage lists and records, catalogue cards, request cards and lists, and a variety of other files and records; assists in collecting and circulating books, periodicals and a wide variety of instructional media to teachers and students; assists teachers in locating materials for classroom use; assists students in locating materials pertaining to specific subject matter areas; assists in monitoring student behavior; lifts, transports, arranges, shelves, boxes and packages books, and a wide variety of instructional materials and media; helps develop interest center displays; performs minor housekeeping functions in maintaining a neat and orderly library media center environment; may prepare requisitions and orders for books and a wide variety of instructional materials and media; works with and coordinates the activities of the library center student assistants; may repair maintenance on audio-visual equipment, including minor adjustment, oiling, cleaning and replacement of projection lamps; types book cards, requisitions, book lists, bibliographies, memoranda and other similar material; may maintain simple cash receipts records; assists in the inventory process.

QUALIFICATIONS

Knowledge of:

- Modern office methods, practices and equipment;
- English usage, spelling, grammar and punctuation;
- Library media center classification systems, including the Dewey Decimal System;
- Basic arithmetical concepts;
- Student behavior management strategies and techniques;
- Standard library reference sources, books and other specialized library science related materials.

Ability to:

- Effectively and efficiently perform library media center functions, including classification and cataloguing clerical functions;
- Effectively maintain a variety of records and filing systems related to a library media center;
- Become familiar with a wide variety of books, subject areas, authors and a variety of other related library science materials or processes, including the Dewey Decimal System;
- Type at a net corrected speed of 40 words per minute;
- Communicate effectively in oral and written form;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships

Experience:

One year of responsible clerical experience, preferably including some experience in a library or instructional materials center.

Education:

Equivalent to the completion of the twelfth grade, including coursework or training in library science skill areas and other related general clerical areas.