

*Library Media Center Clerk
School District Job Description*

Position Title: Library Media Center Clerk
Department: Media Services
Reports To: Building Principal

SUMMARY: Assists librarian in all activities that ensure smooth operation of the library.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Circulates all materials and prepares overdue notices.
- Shelves materials that have been returned. This requires a working knowledge of the Dewey Decimal System.
- Processes new materials in all formats to be added to the collection.
- Maintains library (straightening up, bulletin boards, etc.)
- Assists staff and students with general reference questions, including assisting with Internet and other educational technology issues.
- Assists staff and students with computer and audio visual troubleshooting when appropriate.
- Assists with microfiche and microfiche readers.
- Assists librarian in supervising student aides.
- Assists librarian in general maintenance of library collection and services as requested:
 - Laminates
 - Replaces AV lamps as needed
 - Maintains catalog files for purchasing
 - Helps repair books
 - Processes mail
 - Assists with yearly inventory
- Records Channel One and KCPT TV broadcast taping for teachers
- Assists with student use of Accelerated Reader and Prints AR reports when requested.
- Is familiar and follows all policies that pertain to the ethical use of information in the Library Media Center, including, but not limited to, copyright and confidentiality of patron records.

SUPERVISORY RESPONSIBILITIES:

None

EDUCATION and/or EXPERIENCE:

High school diploma or GED minimum. College hours are not required, but are helpful..

Acknowledged _____

Date _____

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

TERMS OF EMPLOYMENT: Nine+-month employee. Salary to be established by the Board of Education



Acknowledged _____

Date _____