

LIBRARY/MEDIA CLERK, SECONDARY

DEFINITION

Under supervision of the principal and as appropriate, directed by a certificated employee, assist in the operation of a secondary school Library/Media Center; and perform related duties as required.

EXAMPLES OF DUTIES

Order receive, process and catalog new books, other print materials, and audio-visual materials; order, receive, process and distribute textbooks; circulate and reshelve library collections; operate computerized circulation and cataloging systems, including bar coding and sensitizing books; assist students in locating and selecting materials; assist teachers in selecting classroom curricular and research projects materials; assist in establishing library rules and answering questions concerning the use and scheduling of the library center; supervise and assist students; inventory equipment and materials and maintain inventory records; assist in the development of the library collection; "weed" and discard books from collection; maintain records of overdue or lost textbooks or library materials, notifying students and/or parents of amounts due, collecting and depositing fines and clearing students of fines; may conduct student orientation sessions on use of the library, including maintaining records and computerized catalog, indexes, encyclopedias and other library research techniques; demonstrate and assist students in the use of technology and the Internet; answer questions on library and media reference and research materials and a variety of instructional media and equipment; design displays, exhibits, and bulletin boards; may perform minor repair of books, and/or coordinate off-site repairs of books, audio-visual and related equipment where needed; discard books which are out of date; type requisitions notices, books and materials lists, other forms and correspondence; supervise student helpers; operate computers and supervise use of computers by students; may provide instruction in the use of the computer lab and in log-on procedures as well as how to save, retrieve and print from student folders; assist with setting up and troubleshooting computer software; assist students with software programs such as Word and Power Point; and perform related work as assigned.

QUALIFICATIONS

Knowledge of

Correct English, grammar, spelling and punctuation; office methods, procedures and practices; media classifications systems, filing rules, basic reference skills, computerized circulation and cataloging systems; operation of personal computers; computer software and the Internet; and office automation.

Ability to

Work independently with minimum supervision; work cooperatively with others; make simple arithmetical calculations; understand and follow oral and written directions; establish and maintain effective working relationships; maintain a computer based library management system; operate computer and computer software and assist others with equipment; assist in troubleshooting computer

problems; present library information individually or in groups; design displays and exhibits; maintain records and prepare reports; file alphabetically and numerically with speed and accuracy; and type at a net corrected speed of 40 words per minute.

Experience

One year of work in a library and/or media center which has provided the applicant with the knowledge and abilities listed above; one year of computer experience in a Windows or MAC environment.

Education

Equivalent to the completion of the twelfth grade.

Physical Performance Requirements

Frequent sitting, standing, or walking much of the time with some bending, stooping, squatting and twisting. Lifting of supplies and other work related materials often needed. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses

Possession of a valid and appropriate California Driver's License, if required.

Board Approved: June 28, 1989

Revised: July 11, 1989

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