

# LIBRARY CLERK

## **Performance Responsibilities:**

The Library Clerk will be responsible to the principal of the school, of her/his designate, for such duties as may be assigned.

## **Duties:**

For this position of library clerk for Fort La Bosse School Division libraries are as follows:

1. Maintain the circulation of all materials in the resource center.
2. Maintain inventory of materials in the school, and Divisional resource center.
3. Clip materials for the vertical file, assign subjects, and maintain the file.
4. Do descriptive cataloguing following approved cataloguing rules such as Sears Subject Heading, Dewey Decimal System Classification, etc. for print and non-print materials, and keep accurate records.
5. Receive, verify against invoices, and check in materials.
6. Do computerised card cataloguing and shelf list updates.
7. Do bibliographic searching.
8. Operate and provide routine maintenance of audio-visual equipment and prepare basic audio-visual materials and be responsible for signing out all audio-visual equipment and be responsible for legal taping and dubbing of videos.
9. Perform secretarial duties related to the media resource center's function.
10. Perform all budgetary requirements of the media resource center in conjunction with the principal/vice-principal.
11. Collect and maintain records of moneys received (fines, book replacement, etc.).
12. To be responsible for processing new materials, repairing and maintenance of books, weeding of books, and general media resource center materials.
13. To be involved in the orientation of students and staff in the use of the media resource center.
14. Assist staff in the collection of materials for specific themes and/or units being covered in the various courses.
15. Assist in the preparation of a list of instructional materials on specific subject requests.
16. Assist in the supervision of student assistants and parent volunteers.
17. Be prepared to become involved in media resource center Professional Development.
18. To monitor students working in the media resource center.
19. Plan and prepare displays in conjunction with the overall media resource center appearance.
20. To coordinate film/tape orders for staff to match the course delivery time.
21. Communicate with other libraries in the Division and the Virden Regional Library
22. Keep informed on materials and library procedures by professional reading and contacts with other libraries through school visitation, conferences, and inservices.
23. Have available proper selection tools for purchasing various library materials.
24. Evaluate all materials before purchasing.
25. Provide school staff with information on new materials and services.
26. Chair the library committee.
27. Provide staff and students with assistance with library technology such as Microcat, Internet, CD-ROMs, etc.

\*Some schools in the Division may vary, depending upon administration.