

<b>JOB TITLE</b>	Library Clerk
<b>DEPARTMENT</b>	Library Services
<b>LOCATION</b>	School Based
<b>REPORTS TO</b>	Principal or Library Specialist – dependent on size of school and whether or not there is a Library Specialist
<b>STAFF SUPERVISED</b>	n/a
<b>PROBATIONARY PERIOD</b>	Three months

### POSITION SUMMARY

The Library Clerk is responsible for maintaining the library resources as well as the library filing system such as the card catalogue or online database. The Library Clerk supports literacy development by creating an organized, friendly, and efficient library environment for teachers, students, and community members. The Library Clerk provides learners with access to the library resources through the circulation and promotion of library materials. The Library Clerk is also expected to provide feedback and support for the purchase of new library resources.

*\*Duties and hours may change based on the size of the school.*

### QUALIFICATIONS

#### Education

- Minimum of Grade 12.

#### Experience

- None required.

#### Knowledge, Skills and Abilities

- Ability to work well with teachers, students, administration, and public
- Ability to work independently with minimal supervision

### DUTIES AND RESPONSIBILITIES

#### Information Support Services

- Circulates library resources including periodicals, library materials (books, kits, DVD's, etc.), and AV equipment to school staff, students and community members.
- Assess the needs of the library collection and provide support for selecting new resources (i.e. looking at publisher catalogues, checking for duplicate titles, creating requisitions).

### Library Maintenance

- Receives and updates processed library materials from Library Services (including: bar-coding resources, filing catalogue cards, uploading computerized catalogue records)
- Receives and processes periodicals and library resources from suppliers (including taping, inserting cards and pockets and spine labels)
- Maintains library organization by shelving resources (daily or after library classes), shelf reading (one shelving unit per week)
- Performs annual inventory for AV equipment (cleaning and inventory) and library resources

### Library Promotion and Information Distribution

- Promotes library resources through bulletin board displays (changed quarterly) and book fairs

Performs other duties as assigned.

### **CONTACTS**

Divisional Library Services staff

School staff

Parents/guardians

External agencies (McNally Robinson).

### **WORKING CONDITIONS**

Work in a school environment with numerous interruptions i.e. phone calls, emails, helping school staff search the library

This position works the school year.

### **PHYSICAL AND VISUAL REQUIREMENTS**

Ability to lift boxes (up to 20 kg), maneuver book trucks (full of resources), distribute and maintain AV equipment.

### **EQUIPMENT USED**

Personal computer, library software or card catalogue, barcode equipment, audio visual equipment, and general office equipment.