



### **Classification Summary**

1. Performs a variety of complex and responsible tasks pertaining to the efficient handling, processing and circulation of textbooks and audio visual materials and equipment. Applies procedures, policies and regulations to order films and textbooks; care for bound books and media equipment; and document its purchase, location, use, maintenance, repair and eventual discard.
2. Maintains knowledge of operation, basic maintenance, selection, and simple repair of building audio visual equipment and copiers sufficient to maintain continuous operation and to train others in their use.

### **Distinguishing Characteristics**

The class is distinguished from other specialists by consistent focus on duties pertaining to the acquisition, documentation, storage and retrieval of textbooks and audio visual equipment. The AV/Textbook Specialist holds authority to act and accountability for actions regarding the expenditure of approximately \$20,000 annually allocated for the purchase of departmental supplies and equipment.

### **Supervisory Relationships**

Works under the supervision of a Librarian or assigned administrator. May train, supervise and review work of student assistants, parents or volunteers.

### **Examples of Duties**

1. Determine valid copyright laws as applied to duplication of instructional videotapes and audio cassettes.
2. Document the complete inventory of school textbooks and maintain records of their circulation to school departments.
3. Conduct annual inventory of all non-print media materials and sort unused items to be recycled/salvaged.
4. Discern needed additions to inventory. Select required form and type orders for all textbooks, teaching materials, media equipment and supplementary parts, and AV Department's warehouse materials. Receive, sort and process shipments of new materials.
5. Prepare order forms for purchase or rental of approximately 200 films, tapes and slides per month.
6. Distribute memos and reports to school staff.
7. Assist students or teachers in topical research and in finding specific textbooks or audio visual materials.
8. Ability to operate current office technology and equipment (e.g., computer systems, fax, copiers, etc.) and other instructional machines (e.g., microfiche, overhead projector, video camera). Perform basic maintenance tasks for media equipment and office machines.
9. Use thermofax, binder, laminator, dry mount press or other equipment as necessary to make signs, announcements, programs and other documents.
10. Clean lenses and tape deck heads on media equipment; replace bulbs and make other minor repairs. Complete order forms for parts, replacement bulbs or work orders for media equipment.
11. Check in and sort new textbooks; verify ordering information; enter data into accession log; update shelf list cards with date and price; glue pockets into books, put on plastic book covers, labels, and tape; distribute to departments or shelves as appropriate.
12. Verify non-print materials and equipment with order form or packing slip; check for functioning ability; type and file cards for circulation use.
13. Enter data collected from circulation list into a computer; generate list of overdue books with this information. Prepare student billing for overdue, damaged or lost library materials. Prepare annual report of lost textbooks for administrators and faculty council.
14. Assist with equipment delivery and pick-up; assure equipment is at the scheduled location at the proper time.

15. Enter requests for film or videotape use from Lane ESD on OTIS computer terminal; maintain records of requests, file multiple copies in appropriate locations and remind teachers when materials are overdue.
16. Assist in budget development by calculating needs and making recommendations.
17. May coordinate department functions such as annual clean-up or public address and lighting system set-up.

**Required Knowledge, Skills and Abilities**

1. Knowledge of basic cataloging systems, function and use of audio visual equipment, information research techniques, materials processing techniques and bookkeeping methods.
2. Ability to type accurately, perform mathematical calculations, and use current office technology and equipment (e.g., computer systems, fax, copiers, laminator, binding equipment and other producing machines).
3. Ability to use appropriate computer software, generate new data bases, or upgrade existing programs as necessary to implement time-saving techniques to fulfill needs of Audio visual/Textbook Department.
4. Ability to organize circulation materials and prioritize assignments.
5. Ability to communicate effectively orally and in writing, and work easily with public, staff and students when under stress of simultaneous deadlines and frequent interruption.

**Minimum Qualifications for Class Entry**

1. Two years previous secretarial or clerical experience.
2. Previous training, education or experience in library work preferred. Previous experience operating audio visual equipment desirable.

**Work Environment**

The position works in a Library or Instructional Media Center in an Elementary, Middle or Senior High School. Libraries contain from 20,000 to 90,000 bound volumes and receive approximately 250 periodical subscriptions for 15 departments as well as holding numerous films, filmstrips, cassette tapes, videotapes, other audio visual instructional materials and the equipment necessary to use them.