



### **Classification Summary**

1. Performs a variety of complex and responsible tasks pertaining to the efficient operation of the school Library or Instructional Media Center. Tasks are specifically directed toward handling, processing and circulating printed matter and media equipment.
2. Follows predetermined instructions, procedures, policies and regulations involving book and film ordering, volume care, audio-visual equipment maintenance, and user assistance of circulation materials.
3. Libraries contain from 20,000 to 60,000 bound volumes and receive approximately 250 periodical subscriptions for 15 departments as well as holding numerous films, filmstrips, cassette tapes, videotapes, other audiovisual instructional materials and the equipment necessary to use it. Assists in the budgeting and administration of Library/IMC and/or AV Department account of between \$7,000 and \$20,000 annually.

### **Distinguishing Characteristics**

1. The class is distinguished from other clerks by consistent focus of clerical duties pertaining to the acquisition, documentation, storage and retrieval of library and media equipment.
2. The Library/IMC Specialist is Distinguished from the Library/IMC Assistant by:
  - Authority to act and accountability for actions regarding the expenditure of approximately \$20,000 annually allocated for the purchase of departmental supplies and equipment.
  - Determination of valid copyright laws as applied to duplication of instructional videotapes and audio cassettes.
  - Documentation of the complete inventory of school textbooks and maintenance of records of their circulation to school departments.
  - Annual inventory of all non-print media materials and sorting of unused items to be sent to storage.

### **Supervisory Relationships**

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

### **Examples of Duties**

1. Prepare order forms for purchase or rental of approximately 200 films, tapes and slides per month. Receive, sort and process mail and shipments of new books, periodicals and media materials.
2. Maintain inventory of departmental supplies, re-order when necessary and stock shelves.
3. Type and duplicate classroom materials for Librarian, teachers or students. Type and distribute memos to school staff.
4. Answer telephones, assist callers or route calls; assist students or teachers in topical research and in finding specific books or materials.
5. 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 simple maintenance tasks for media equipment and office machines.
6. Use thermofax, binder, laminator, dry mount press or other equipment as necessary to make signs, announcements, programs and other documents.
7. Select required form and type media orders for all library books, text books, teaching materials, media equipment and supplementary parts, and AV Department's warehouse materials.
8. 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.

9. Check in periodicals daily upon arrival; verify against subscription list; stamp with school name and divide for various destinations within the building.
10. Check in and sort new library books and text books; verify ordering information if necessary; enter data into accession log; update shelf list cards with date and price; glue pockets into 'Looks, put on plastic book covers, labels, and tape; distribute departments or shelve as appropriate.
11. Verify non-print materials and equipment with order form or packing slip; check for functioning ability; type and file cards for circulation use.
12. Change date stamps; process returned materials and check out circulation materials as necessary throughout the day.
13. Mend torn pages and book covers on circulation materials, replace loose pages, erase writing, repair spines and spine labels, and copy lost pages from another book and reinsert when necessary.
14. Shelve books in numerical or alphabetical order; correct misfiled books; maintain orderly, tidy appearance of shelves and facility.
15. Enter data collected from circulation list onto computer; generate list of overdue books with this information. Prepare student billing for overdue, damaged or lost library materials.
16. Assist with equipment delivery and pick-up; assure equipment is at the scheduled location at the proper time.
17. 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.
18. Assist in Library or IMC budget preparation and perform simple mathematics calculations or bookkeeping tasks for budgeting purposes or scholarship grants.
19. May include specialized tasks such as annual locker check-out and clean-up, recycling program, student billing upon withdrawal, public address and lighting system set-up, or other activity.

#### **Required Knowledge, Skills and Abilities**

1. Ability to type accurately, perform mathematical calculations, and use current office technology and equipment (e.g., computer systems, fax, copiers, etc.) and other production machines (e.g., thermofax, binder, laminator, dry mount press).
2. Ability to use appropriate computer software, generate new data bases, or upgrade existing programs as necessary to implement time saving techniques or fulfill necessary of Library/IMC or AV Department.
3. Knowledge of basic cataloging systems, function and use of audio-visual equipment, information research techniques, materials processing techniques and bookkeeping methods.
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 time limits or constant interruption.

#### **Minimum Qualifications For Class Entry**

1. High School diploma or equivalent.
2. One year of experience or training in secretarial or clerical work.
3. Sufficient education or experience to insure the smooth operation of the facility and the adequate assistance of those who use it.

#### **Work Environment**

The position works in a Library or Instructional Materials Center in an Elementary, Middle or Senior high School.