

## LIBRARY MEDIA CLERK

### DEFINITION

Performs informational and clerical duties in library media centers or administrative offices.

### TYPICAL DUTIES

Performs a combination of the following duties:

- Responds to inquiries from Integrated Library and Textbook Support Services (ILTSS) staff, site personnel, and others and obtains and imparts pertinent information such as cataloging, weeding, and catalog statistics.
- Directs and maintains cataloging and circulation functions in an automated system.
- Directs and conducts inventories to prepare information for collection development.
- Locates and verifies bibliographic information for materials acquisitions, prepares ordering documents, calculates costs, and follows up on all orders.
- Uses the District's centralized computerized library system and print-based resources to locate and verify bibliographic and cataloging information.
- Performs clerical tasks, such as shelving and maintaining an attractive, inviting library media environment.
- Assists in maintaining school library media collections for automation.
- Prepares forms and letters and generating reports pertaining to library media center functions.
- Locates, enters, and revises information in computer databases.

May answer reference questions and assists students and teachers in locating and using library media materials.

May collect money for overdue, damaged, or lost library media materials, and may keep a record of money received.

May assist in compiling bibliographies.

May prepare bindery orders, requisition supplies, and keep acquisition and circulation statistics.

May train and review the work of lower-level library media center employees; student workers, and service students.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Library Media Clerk performs specialized duties in library media centers or administrative offices that require the application of library clerical knowledge.

A Library Aide provides library media services for students and teachers.

A Supervising Clerk is in charge of a clerical unit in which independence of action is possible only as to the details of accomplishing a well-defined clerical function or procedure. A Supervising Clerk (Non-Typing) does not perform typing duties. The scope of work is limited to recurring tasks requiring technical and supervisory ability.

A Senior Office Technician performs a variety of moderately to highly complex clerical duties that require strong independence of judgment and action. The duties typically require extensive contacts with others and responsibility for specific functions of an office and may include work direction of a small group of personnel.

## SUPERVISION

General supervision is received from Integrated Library and Textbook Support Services certificated staff, a school administrator, other certificated personnel, or from a Supervising Clerk. Work direction may be exercised over lower-level clerical personnel and student workers.

## CLASS QUALIFICATIONS

### Knowledge of:

- Library media terminology and processes such as book ordering procedures and inventory methods
- Bibliographic sources
- Standard reference materials
- Catalog card formats
- Recordkeeping and report preparation techniques
- Microsoft Office
- Web browsing techniques
- Operation of audio-visual and digital equipment

### Ability to:

- Develop positive, cooperative relationships with others
- Work effectively with students and District personnel
- Compare records or files rapidly for accuracy
- Operate computers and related forms of technology
- Direct lower-level clerical employees and student workers

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by a library media technician certificate or an equivalent number of courses in library science at the college level.

### Experience:

One year of library media experience.

### Special:

A valid California Driver License and use of an automobile may be required for some positions.  
Ability to communicate in a language other than English may be required for some positions.

## SPECIAL NOTE

Employees will be required to complete the Destiny Library Manager and library practicing protocols training prior to completion of the probationary period.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

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