



## LIBRARY CLERK

### JOB GOALS

To assist in the daily operation and organization of the school library media program.

### GENERAL RESPONSIBILITIES

1. Implements efficient office procedures.
2. Processes new books, periodicals, and nonprint materials.
3. Enters data for catalog.
4. Prepares correspondence, reports, bibliographies, newsletters, and requisitions requested by the school library media specialist.
5. Assists with the circulation and storage of all library media program hardware and software.
6. Assists with the management and circulation of library media program materials.
7. Assists with annual inventories and withdrawal of materials.
8. Assists in preparing instructional materials, exhibits, and displays.
9. Assists in the instruction of information retrieval systems and the use of appropriate equipment.
10. Assumes responsibility for student supervision within legal guidelines.
11. Participates in work-related support training and activities.
12. Helps maintain an attractive and inviting school library center environment.
13. Promotes a positive relationship with students, staff, and community.
14. Performs other appropriate duties as assigned.

**TERMS OF EMPLOYMENT:** 180 work days – salary and work year established by the Board of Education.

**EVALUATION:** Performance will be evaluated in accordance with Board Policy.