



School Library Clerk

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OVERVIEW

Under the general supervision of the School Administrator and with direction from the Teacher-librarian, the School Library Clerk supports the operation of the library through the processing and maintenance of learning resources using an automated library system and by providing general clerical support to the teacher-librarian.

POSITION DESCRIPTION SCHOOL LIBRARY CLERK

SLC – 1

Assists with or processes learning resources, including textbooks, for school libraries

SLC – 2

Sorts, distributes, files, shelves and repairs library resource materials; processes book discards and books for rebinding

SLC – 3

Word processes correspondence, lesson plans and other documentation prepared by the teacher-librarian

SLC – 4

Checks learning resources in and out and sends out book retrieval notices; collects fines and printer and photocopier fees

SLC – 5

Inputs information from a variety of source documents utilizing various computer programs

SLC – 6

Assists students and/or teachers in locating and selecting library resource materials and in the use of the library database and associated software

SLC – 7

Assists teacher or teacher-librarian with supervision of students in the library; performs assigned duties during fire/earthquake drills

SLC – 8

Reads to, and/or assists students with reading in the library and with library activities

SLC – 9

Assists in the maintenance of library expenditures documentation and circulation records

SLC – 10

Produces or contributes to the development of newsletters, and displays

SLC – 11

Prepares, processes and maintains a variety of lists, records and files such as periodical or picture files, shelf lists and textbook inventories

SLC – 12

Reproduces and duplicates a variety of audio-visual, electronic and print materials such as CD-ROMs, video cassettes and tapes, stencils, charts, flash cards and other student materials

SLC – 13

Assists in the ordering and processing of library resource materials from such places as the District Resource Centre and the Ministry of Education

SLC – 14

Purchases resources and supplies as approved by the teacher-librarian; receives and ensures the accuracy and condition of incoming goods and files discrepancy reports, as required

SLC – 15

Maintains and schedules the use of electronic, audio-visual equipment and laminating equipment

SLC – 16

Answers the telephone, takes and relays messages and sorts library mail

SLC – 17

Lifts, on occasion, items weighing up to 18 kg (40 lbs) such as boxes of books and electronic and audio-visual equipment

SLC – 18

Operates and troubleshoots equipment such as computers, library terminal, electronic and audio-visual equipment, laminator, photocopier and paper cutter

SLC – 19

Performs other assigned comparable or transient duties which are within the area of knowledge and skills required by this job description

QUALIFICATIONS SCHOOL LIBRARY CLERK

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| EDUCATION | TECHNICAL REQUIREMENTS Grade 12 or equivalent, and , Minimum of one (1) post secondary course specific to technical library skills such as cataloguing support, records management or equivalent |
| EXPERIENCE | TECHNICAL REQUIREMENTS Six (6) months specific experience in a library setting OR one (1) year related office administration and/or records management experience |
| KNOWLEDGE | TECHNICAL REQUIREMENTS Knowledge of database management, spreadsheet and word processing applications Knowledge of office procedures and administration Knowledge of records management Knowledge of basic library procedures Knowledge of L4U, Follett Software or equivalent library management software is preferred |
| SKILLS AND ABILITIES | TECHNICAL REQUIREMENTS Keyboarding at 50 W.P.M. Ability to operate standard office equipment Ability to handle cash and maintain appropriate records INTERPERSONAL REQUIREMENTS Effective written and oral communication skills and the ability to request and convey information in an appropriate manner |

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| | <p>Ability to work with minimal supervision</p> <p>Ability to relate to students, staff and the public and provide excellent customer service</p> |
| | <p><i>PROBLEM SOLVING REQUIREMENTS</i></p> <p>Ability to be flexible and to prioritize work often under multiple demands</p> <p>Ability to supervise students</p> <p>Ability to deal with requests, complaints or clarification of information</p> <p>Analytical ability</p> <p>Ability to develop work methods</p> <p>Ability to apply appropriate methods, procedures and policies</p> <p>Ability to document and summarize information</p> <p>Ability to give advice, guidance, instruction and direction</p> <p>Ability to ensure accuracy and reliability of data and/or quality of assignments</p> <p>Ability to be creative/innovative</p> |
| <p>WORKING CONDITIONS</p> | <p>OCCUPATIONAL REQUIREMENTS</p> <p>Sufficient vision and hearing to perform related job duties</p> <p>Able to perform related physical and mental activities</p> <p>Able to occasionally lift objects up to 18 kg (40 lbs) and operate related equipment</p> <p>Able to work in a highly active physical environment</p> |