

***Library Media Center Clerk  
School District Job Description***

Position Title: Library Media Center Clerk

Department: Media Services

Reports To: Building Principal

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**SUMMARY:**

Assists librarian in all activities that ensure smooth operation of the library.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Circulates all materials and prepares overdue notices.
- Shelves materials that have been returned. This requires a working knowledge of the Dewey Decimal System.
- Processes new materials in all formats to be added to the collection.
- Maintains library (straightening up, bulletin boards, etc.)
- Assists staff and students with general reference questions, including assisting with Internet and other educational technology issues.
- Assists staff and students with computer and other technology devices; audio visual troubleshooting when appropriate.
- Assists librarian in supervising student aides.
- Assists librarian in general maintenance of library collection and services as requested:
  - Laminates
  - Maintains catalog files for purchasing
  - Helps repair books
  - Processes mail
  - Assists with yearly inventory
  - Assists with student use of Accelerated Reader and Prints AR reports when requested.

- Is familiar and follows all policies that pertain to the ethical use of information in the Library Media Center, including, but not limited to, copyright and confidentiality of patron records.
- Maintain calendars and schedules for all needs pertaining to the library.
- Other duties as assigned by building principal and / or library media specialist.

**SUPERVISORY RESPONSIBILITIES:**

Student supervision in use of library

**EDUCATION and/or EXPERIENCE:**

Minimum 60 college hours

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

**TERMS OF EMPLOYMENT:**

9.25 month employee. Salary to be established by the Board of Education

