



School District #54 (Bulkley Valley)
JOB DESCRIPTION

CLERICAL – LIBRARY CLERK II

Summary

Maintains technical aspects of school and district library(s). Performs a variety of cataloguing and clerical duties to support the effective and efficient operation of school or district library(s).

Typical Duties and Responsibilities

- Processes and catalogues library resources using data retrieved from specialized library management software and online sources.
- Ensures circulation of books, periodicals, audio and video materials by checking materials in and out, placing hold requests, shelving, ensuring proper order on shelves, following up on overdue loans, collecting fines and scheduling use of library facilities and resources.
- Provides reference assistance by accessing information through library resources and online; assists in selection of materials for class projects.
- Assists students to develop skill in the use of library and online resources.
- Assists in creating and implementing projects using library resources and promoting school library program(s), including creating displays.
- Maintains library collection, compiles inventory data and statistics, completes annual inventory and assists with culling of library resources.
- Maintains vertical files, card catalogue, shelf lists, periodicals, picture files and other library files.
- Organizes, circulates and maintains library audiovisual equipment including troubleshooting problems; performing routine maintenance and making minor repairs; assists with equipment usage.
- Provides technical support for library computer and equipment resources including photocopiers.
- Performs minor book repairs, including repairs to jacket covers and pasting or taping spines. Sends out books requiring major repairs.
- Prepares bibliographies and suggested reading lists. Receives mail and prepares materials for circulation or distribution.
- Assists in developing and implementing library policies and procedures to promote efficient operations.
- Assists with student supervision in the library.
- Assists in the acquisition of library materials including books, pamphlets, periodicals and audiovisual resources by evaluating costing and preparing supply requisitions.

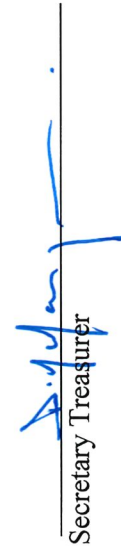
Typical Qualifications and Skills

- Grade 12.
- Diploma in library science (equivalent to 2 years of post-secondary education).
- Two years library technical experience.

N.B. This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

Agreed to:


CUPE Job Description Committee


Secretary Treasurer


CUPE Job Description Committee


Dated