



Library Clerk Job Description

Position Summary

The Library Clerk will be responsible to the principal of the school, or her/his designate, for such duties as may be assigned.

Responsibilities and Duties

Job Technical Skills:

1. Commitment to work to the best of their ability and display a sense of responsibility to the overall goals of the school. This may include monitoring and working with students in the library independently.
2. Have the necessary knowledge to understand and use knowledge in performing job duties and is willing to train to do all duties.
3. Ability to perform job tasks accurately, thoroughly and effectively.
4. An ability to produce acceptable levels of work in relation to reasonable expectations and have a willingness to remain current with technological changes of the position.

Interpersonal Skills:

1. Works with students, staff and community in developing positive relationships and modelling appropriate behaviour.

Administrative Skills:

1. Ability to identify problems, develops alternatives and implements appropriate solutions.
2. Ability to visualize desired results, and set realistic goals to get there.

Personal Skills:

1. Exercise discretion and confidentiality when dealing with all matters pertaining to personnel and students.
2. Is punctual, and dresses appropriately for position.

Specific Duties:

1. Acquisition of materials to support curriculum, professional and recreational needs
2. Consults with staff to identify resource needs and identify subject areas requiring resources
3. Acquisition of preview materials
4. Obtain, organize and maintain selection guides as needed
5. Catalogue and process additions to the library collection
6. Review collections regularly and de-acquisition out of date material
7. Prepare and manage (with Principal support) annual library budget



8. Perform annual inventories
9. Repair damaged materials
10. Shelf materials and regularly check to ensure proper locations are maintained
11. Acquaint students with library and available resources
12. Provide skills instruction in the areas of research and use of technological resources
13. Assist staff members in locating resources to support curriculum
14. Inform staff of new material and updates
15. Develop material to improve awareness of resources and research materials
16. Collaboratively promote library use through a variety of means.
17. Liaison and work with other libraries
18. Maintain circulation system including proper checking out and return of materials