



## SCHOOL DISTRICT NO. 10 (ARROW LAKES) JOB DESCRIPTION MANUAL

### CUPE – Library Clerk

Under the supervision of *the principal or designate*, perform a variety of clerical duties related to the circulation of library materials using both manual and computerized systems as well as maintain the library as a welcoming and integral part of the school.

#### **Illustrative Examples of Job Duties and Responsibilities**

1. Shelf, sort, and catalogue library resources; prepare and repair materials.
2. Check books and materials in and out; file borrowers' cards and record circulation; prepare overdue notices and maintain overdue list.
3. Check invoices; process new books and materials by attaching spine labels and book pockets, book jackets, and organize catalogue cards as required.
4. Catalogue (assigns Dewey numbers, Sears subject headings, and searches items to uncatalogued material using best practice in library science).
5. Order and receive library supplies and stationery; assist with compilation of lists for new books; prepare book orders.
6. Direct students and staff to appropriate materials and assist with searches for both electronic and print resources.
7. Oversee library and create a welcome environment for all library users.
8. Assist with annual inventory and in weeding of collection.
9. Utilize the L4U database to assist in managing library circulation.
10. Support staff and students in access to e-resources and management of electronic resources.
11. Creating databases of e-resources.
12. Keep current by participating in job-related training and staff development.
13. Communicate positively and work effectively with students, staff and parents in a collaborative team environment.
14. Understand and act in accordance with school and district policies and procedures, district Health & Safety Manual and WorkSafeBC regulations.
15. Maintain confidentiality.
16. Liaise with teachers to find resources that support current BC curriculum.
17. Other related duties as assigned.

#### **Required Qualifications, Knowledge, and Skills**

1. Completion of Grade 12 and at least one year of a post-secondary diploma or a certificate in library sciences.
2. At least one year of recent successful experience in a school or public library.
3. Demonstrated working knowledge of library practices and procedures and ability to apply it to computer systems, mobile devices and web-based applications.
4. Excellent understanding of library classification systems.

5. Effective communication skills in verbal, written and electronic format.
6. Strong problem-solving and organizational skills.
7. Demonstrated ability to work independently and as part of a team.
8. Physical ability to perform all aspects of the position.