

Job Title:	Library Clerk
Department:	Library
Reports to:	Assistant Principal
Date:	11/1/21

### General Summary

*What is the primary purpose of this position?*

The Library Clerk at St. Francis Catholic High School supports the school library program by supervising students, circulating library material, and making recommendations for acquiring, cataloging, and processing new collection materials. This position is a full-time 10-month, hourly position.

### Essential Responsibilities

*List all major job functions performed on a regular basis.*

**All areas of responsibility must be operated consistent with the Catholic mission of the school.**

#### Supervision and Assistance

- Trains and supervises student interns.
- Assists students, staff, and faculty to use print and electronic materials and library catalog.
- Recommends new materials to students, faculty, and departments.
- Supervises students and maintains appropriate library atmosphere and behavior.

#### Instructional

- Assists students in research.
- Assists teachers in orientation classes and class visits.
- Initiates and submits all proposals for improvement of library/media services.
- Communicates on a regular basis with students and staff regarding ongoing library activities, collection additions, plans, etc.

#### Circulation/Collection

- Oversees circulation desk, checks materials in and out.
- Maintains complete and accurate records of all library media center holdings.
- Manages overdue books and student follow-up.
- Fulfills holds list.
- Maintains and updates student and staff account information.
- Reviews, recommends, and orders new materials.
- Continually evaluates the collections and programs in terms of the needs of the students and staff and accepted standards of quality, both local and national.
- Continually manages inventory and deaccession.
- Invites suggestions and recommendations from teaching staff and students about the materials and services the program provides.



CATHOLIC HIGH SCHOOL

## Job Profile

### Cataloging and Processing

- Imports MARC records, annotates to support the curriculum.
- Enters copy information.
- Checks in new material, including providing IDs, covers, and bar-codes.
- Reinforces and repairs stock as needed.
- Maintains and orders library supplies.

### Records and Other Projects

- Monthly circulation report.
- General record keeping and other reports as needed.
- Assists preparation of the library budget.
- Promotes reading and literature appreciation through library displays.
- Prepare library for special events such as Open House, student and parent shadow days, and new student orientation.

### Job Specifications/Requirements

*List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.*

#### Education:

High School graduate or equivalent required, Bachelor's Degree preferred. Library Media Technician Certificate or equivalent preferred.

#### Job experience:

Three to five years of experience directly related to the duties and responsibilities specified.

#### Technical/Functional skills:

- Understanding of the basic functions, operations and maintenance of a school library.
- Strong oral and written communication skills.
- Exceptional interpersonal skills; ability to use tact, patience and courtesy.
- Ability to operate standard office equipment including a computer and assigned software.
- Strong organization skills and attention to detail.
- Ability to work independently.
- Ability to establish and maintain cooperative and effective working relationships with others.
- Ability to maintain consistent, punctual and regular attendance.

#### Other Requirements:

- Other duties as assigned.