

LIBRARY CLERK

CLASS SUMMARY

Under general supervision – circulates and processes library materials; performs a variety of library clerical, typing and filing duties; demonstrates the use of audio-visual equipment; explains procedures and answers limited reference questions; performs related duties as required.

REPRESENTATIVE DUTIES

Circulates books, periodicals, reserve books, and other library materials; supervises student helpers doing circulation-desk duties, trains and assists them as required; assists students and patrons in locating library materials; answers questions and gives telephone information about library materials; follows up on overdue books and materials, following library procedures; reshelves books and magazines; secures and assists in opening library.

Processes new books, periodicals and library materials by verifying all catalog card information and detail; types cross-reference cards, and types call numbers and other specialized information on cards; oversees and checks student helpers doing typing, cutting and attaching call number labels, gluing pockets, inserting metal detection strips, and covering books; mends and repairs books; searches for call numbers and subject headings; suggests books that should be placed in the Reference section; orders processing supplies; files catalog cards.

Opens and sorts library mail; types orders for supplies; does general typing for librarians; types new book lists; notifies faculty when new books arrive; conducts or assists in library inventory periodically; prepares bibliographies.

Assists patrons by demonstrating such audio-visual equipment as film projectors, tape recorders, microfilm and microfiche reader-printers, videocassette machine, photocopy and similar equipment.

ORGANIZATIONAL RELATIONSHIPS

Positions in this class report to a professional librarian and may be assigned to catalog, circulation, media or other library sections. This class normally supervises student helpers and is responsible for learning specialized library procedures and performing them accurately.

LIBRARY CLERK (continued)

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training and/or experience equivalent to graduation from high school; and one year of office clerical and typing experience, preferably in a library or 12 or more semester units in Library Science.

Knowledge and Abilities

Knowledge of: office and clerical techniques; filing, record keeping and record checking methods; oral and written English, grammar, spelling and vocabulary; basic arithmetic functions; office equipment.

Ability to: learn circulation, reference, processing and similar library procedures and perform them accurately; assist patrons in locating and using library materials; perform clerical, checking, filing and records work rapidly and accurately; learn and apply the library classification system; learn, operate and demonstrate various audio-visual equipment; establish and maintain effective working relationships; train and supervise student helpers; ability to alphabetize and do numerical filing and comparing rapidly and accurately.

Skills: ability to type copy and figures accurately.