

SCHOOL LIBRARY WORKER I

DEFINITION

This is library work under the direction and supervision of a school administrator or School Library Assistant II that involves assisting individuals or groups in various library activities. Duties include ordering, processing, shelving, mending, taking inventory and weeding library materials; typing, filing and keeping various clerical records; purchasing, copying and revising catalogue records; maintaining supplies and operating electronic office equipment. Work involves establishing and maintaining circulation files, providing directional assistance with library policies and procedures, informational assistance to patrons in the use of manual and computerized data bases, basic reference assistance, preparing displays and simple finding aids. Work in the library may also include the supervision of students and volunteers.

N.B. Other related responsibilities may be assigned from time to time as may become necessary to the operation of the school.

QUALIFICATIONS

Graduation from high school and some related work experience; or any equivalent combination of training and experience.