



CIRCULATION CLERK

GENERAL RESPONSIBILITIES

Manage the circulation of media delivery to schools (e.g. print delivery labels and reports for schools). Prepare for daily delivery of all media booked to all schools and administrative offices. Delivery is setup for the delivery person to load on truck. Prepare all equipment that is booked for pick-up the next day. The position is responsible for daily check-ins of all circulated media materials. Assist in immediate bookings and extensions using MediaNet. Handle calls from library media specialists, teachers, etc.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Print daily labels and reports for schools and prepare them for delivery.
- Pull booked circulating media from shelves, affix labels to media, and prepare for delivery.
- Sort media by school and place in appropriate bins by school number for the next day delivery. Separate delivery and return lists (continuous paper), address and place in pony envelopes to correspond with their school delivery.
- Check media in the bins against the delivery list with another person. Ensure correct items are in the bin.
- Pull equipment ordered and place in pick-up area.
- Call schools as needed to request immediate return of media going out next delivery.
- In absence of delivery person, change totes in bins for next delivery. Place all returned materials on tables to be checked in.
- Scan materials with barcode reader (wand scanner), which reads media and copy numbers and transposes to MediaNet database. Print an overdue list.
- Sort incoming media in numerical order for inspection in cleaning/inspection machine.
- Verify overdue list (check shelves in case returned earlier or scanner did not pickup barcode).
- Repair any defective media or inform the Coordinator of repairs, budget items, schedule changes, and other information. Keep circulation supplies in stock.
- Update client, bookings from library staff, teachers, and staff.
- Research title information for clients.
- Assist as receptionist when needed. Assist with production/delivery of annual MediaNet catalogue. Perform general office work as needed.
- Install all computer updates, programs, virus protection updates, etc.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of standard office practices, procedures and equipment; thorough knowledge of school system routine and procedures; general knowledge of business English, spelling and arithmetic; ability to establish and maintain effective working relationships with associates; ability to work under pressure; ability to organize and perform work independently; ability to prepare and maintain computerized records and systems; ability to meet the public effectively.



EDUCATION AND EXPERIENCE

Required:

High School Diploma or GED.

Experience with computers and various software programs to facilitate internal training in Medianet, the software program used for circulation management.

Preferred:

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, and reaching. Occasional standing, stooping, crouching, and kneeling. Ability to lift up to 20 pounds frequently and up to 50 pounds occasionally. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license

Regular and reliable attendance is an essential function of this position.