

## **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**

High school graduation with courses in computer applications or GED with computer classes that would facilitate internal training in Medianet, the software program used for circulation management

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

**PHYSICAL REQUIREMENTS**

Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling.

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

**SPECIAL REQUIREMENTS**

None.

FLSA status: Non-exempt	Description: Rev. 6/00
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