

LIBRARY ASSISTANT-SECONDARY SCHOOLDEFINITION

Under general direction, to perform routine subprofessional paraprofessional, and professional library work related to ordering, processing, distribution, maintenance, and storage of a wide variety of print and audio-visual materials; to keep appropriate records, and do related work as required. Library assistants follow established procedures which have been developed by librarians; and assist students and teachers in the use of library facilities, equipment, and materials. In the absence of a certificated librarian, the library assistant is responsible for the supervision of the library, individually or in conjunction with co-workers.

DISTINGUISHING CHARACTERISTICS

Positions in this class are assigned to a secondary school. The duties require a practical knowledge of library terminology and standard library practices which can be gained by experience in library technical work or by specialized training. Incumbents are expected to perform a variety of library procedures and materials related technical tasks, demonstrate proficiency in the use of audio-visual and basic standard office equipment. They work under the general supervision of a professional librarian or a school or district administrator, and may supervise the work of clerical help, student workers, or volunteers.

ESSENTIAL FUNCTIONS:

Assists students and staff in becoming familiar with procedures, arrangement, location, and media in the library.

Charges and discharges media; handles over-due notices, and performs billing for lost materials.

Types orders, receives, classifies, and catalogues library media and departmental related materials usually at discretion of librarian.

Compiles circulation statistics and other library information.

Performs bibliographic verification of recommendations for purchases.

Maintains files in card catalogue according to A.L.A. standards and records of library inventory.

Distributes library related mail; maintains periodical check-in records and related correspondence.

Performs miscellaneous typing, clerical work (some of which may involve the handling of money), and operates basic office equipment.

Assists in the ordering and circulation of samples of new instructional materials for evaluation by certificated staff.

Prepares exhibits, displays, and bulletin boards; maintains an orderly and appropriate library environment.

QUALIFICATIONSKnowledge of:

Library terminology and standard library practices and techniques including library filing systems and the Dewey decimal system; the types and uses of media and the literature, publications, and the typical terminology related thereto; standard reference books and other reference and bibliographical tools.

Ability to:

Establish and maintain rapport with students on an individual basis or in groups; pursue work in an organized manner despite numerous interruptions; cope with the varied nature of the tasks in an expedient manner; catalogue and classify typical varieties of library media and locate appropriate media materials to fill the needs of students and staff members; keep accurate records and prepare reports from a variety of information including financial and statistical data, and lists of library media; operate standard office and library equipment; perform responsible clerical work accurately; type at a speed of 40 words per minute; understand and carry out oral and written instructions; establish and maintain cooperative working relationships with students staff and public.

Experience:

Two years of increasingly responsible subprofessional library experience, including work in media acquisition, cataloging, reference, audio visual, and compilation of bibliographies.

Education:

Equivalent to completion of the twelfth grade or equivalent to completion of minimum requirement for a Library Technician Certificate (21 semester units).

Board Approved 3/18/75

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