

Duties of Library Clerks

Library clerks are responsible for the organization and operation of the school library.

1. Maintain computerized card catalogue. **Rev 8 Apr 97(181)**
2. Catalogue books, magazines, etc.
3. Assist students with finding proper materials for research. **Rev 8 Apr 97(181)**
4. Assist students with selection of reading materials.
5. Collect materials on special topics - for teachers to use in classrooms.
6. Arrange special book and magazine displays - weekly, monthly, etc.
7. Supervise the library and small groups of working students.
8. Assist students/staff in searching for material, internet, electronic searches, etc. **Rev 8 Apr 97(181)**
9. Identify readability of material.
10. Monitor equipment.
11. Inform the principal of any equipment not working.
12. Repair books, magazines, etc.
13. Organize and update vertical files.
14. Order and display career materials.
15. Assist staff with ordering library materials, and professional magazines, etc.
16. Maintain confidentiality
17. Carry out any other duties as assigned by the Principal.

17 Dec 80; 9 Apr 84(172); 26 Jun 90; Rev 8 Apr97 (181)