POSITION DESCRIPTION

CUYAHOGA FALLS LIBRARY

Job Title:	Clerk I
Department:	Catalog and Acquisitions
Immediate Supervisor:	Catalog and Acquisitions Coordinator

JOB RESPONSIBILITIES:

Under the general direction of the department's coordinator, the Clerk I does physical processing of new library materials, with primary responsibility for audiovisual materials; creates and edits item records for new material as needed; does cleaning and repair of AV material and cases; and, as needed, assists other department members and works on special projects.

QUALIFICATIONS:

A high school diploma, basic computer skills and knowledge, or an equivalent combination of knowledge and experience.

WORKING CONDITIONS:

There is some light lifting and reaching. May be standing and walking during part of the day. Must be able to use a computer and common office software, learn to use the library's cataloging acquisitions, and circulation software systems, and other forms of technology as needed.

An individual who poses a direct threat to the health and safety of others in the workplace will be deemed not qualified for this position.

Date Submitted: April 26, 2016

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KNOWLEDGE OF:	SKILLS AND ABILITIES TO:
• State of Ohio Ethics Law • American Library Association Code of Ethics • Library policies and procedures • Information technology • Wide range of books, videos, music, and various other library materials • Principles of intellectual freedom • Library Bill of Rights • Use of library's ILS; currently Sierra from Innovative Interfaces, and other software • Structure of library computer records • Cuyahoga Falls Library cataloging standards	• Interpret and apply regulations, policies, and procedures • Organize and prioritize multiple tasks • Define problems and work within the chain of authority and with available resources • Word processing • Respond to the needs of various departments and staff members • Communicate effectively in written and oral form • Present a professional image • Develop and maintain effective working relationships with supervisor and co-workers • Continue obtaining new skills and knowledge • Maintain confidentiality • Demonstrate physical strength and flexibility necessary for the job • Deal with problems involving several variables within familiar context • Exercise independent judgement and discretion • Prepare accurate documentation

Any Knowledge item may be acquired after hire.

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% of Time ILLUSTRATIVE DUTIES: (The duties listed below are intended to illustrate typical tasks performed by this position, but the position will perform additional duties as needed or required.)

45% **PROCESSING NEW AUDIOVISUAL MATERIALS**

- Removes packaging from new material and checks it for damage
- If necessary creates item records in the library's ILS for new items
- Does physical processing, i.e.: applies barcode and labels in correct locations, applies security strips, reinforce cases as needed. May do specialized processing on some items
- Writes last three digits of the barcode and any other needed information on item with indelible pen
- Checks items in, using the Circulation module of the library's ILS, so they will be available in the catalog and holds will be triggered
- Takes material to appropriate place in Circulation Department

45% **REPAIRING WORN AND DAMAGED AV MATERIALS**

- Change the status of items to MENDING in the ILS
- Inspect items, repair or replace cracked or worn cases
- If necessary, create new cover graphics to replace missing ones
- Clean disks using cleaning machines
- Change item status back to ON SHELF and return to circulation for reshelving, or recommend that it be discarded if unrepairable

5% **GENERAL CLERICAL WORK**

- Sees that AV processing supplies are ordered as or before needed; arranges and stores them
- Assists with administrative and clerical routines of the department

5% **TRAINING, EDUCATION, AND EXPERIMENTATION**

- Uses webinars, online classes, visits to other libraries, and other means to learn ways to do the job better
- Tests new vendors, new products and new methods to see what is worth adopting

Employee Signature Date

- *Denotes an essential function of the job*

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