

School Library Media Support Staff

Position: Library Media Support Staff

Reports to: Library Media Specialist

Mission: All responsibilities listed here are essential to an adequate library media program. Library media specialists should have primary responsibility for determining the degree to which these components can be implemented in the local situation.

Qualifications:

The library media aide must possess an interest in and affinity for direct work with young people. This is a position that involves a great deal of activity and requires strong public-relations skills.

Duties and Responsibilities:

Assuming general secretarial responsibilities, such as

- typing, filing, shelving, duplicating, laminating
- operating computers
- compiling statistics
- assisting with monthly and annual reports
- aids in the preparation of library publications
- processing print and nonprint materials
- following processing procedures established by library media specialist
- maintaining inventory of supplies
- circulating print and nonprint materials
- assisting with the interlibrary loan process
- compiling overdue records and other records
- assisting with inventory
- assisting students and staff with location and use of materials and equipment
- answering directional questions
- demonstrating proper use of equipment and software
- supervising students as needed
- maintaining library media added entry and withdrawal entry catalogs
- performing preventive maintenance and minor repairs on equipment
- gathering materials and preparing displays and bulletin boards including publications on school and community news events
- assisting with special projects
- assisting with preparation of bibliographies
- reading shelves and files,
- mending and repairing items and maintaining media collection in good order
- helping maintain a friendly and cooperative atmosphere for students & faculty
- performing other library media center duties as assigned

Adopted: 1-22-1990

Revised: 5-7-2001