

	SALARY	ISSUED: <u>8/01</u>
		<u>12/97 & 6/93</u>
TITLE: <u>Library Clerk</u>	SCHEDULE: <u>Staff</u>	CLASS
	SALARY	CODE: <u>SA449</u>
UNION: <u>Staff Association - Local 2071, U.A.W.</u>	GRADE: <u>2</u>	EEO
		CODE: <u>40</u>
	FLSA: <u>Non-Exempt</u>	E-
		CLASS: <u>SA</u>

POSITION PURPOSE

Perform standardized library work providing routine clerical support for either a public or technical service unit in the University Library System. Work activities necessitate familiarization with basic library methods and procedures and the ability to utilize on-line computer systems and standard office equipment.

ESSENTIAL JOB FUNCTIONS

- Perform routine circulation, reference and media desk services. Process interlibrary loan and other requests for book charges, discharges, and renewals; library card registration. Assist library patrons with routine bibliographic searches (e.g. locate monographs, periodicals, serials, audio visual tapes, microfiche and film); provide general instruction in the operation of the on-line computer systems, e.g. Imagine and Horizon, microfiche/microfilm readers and copiers.
- Assist with receiving and bindery/preservation functions following established detailed procedures. Operate computer terminal to access, enter and retrieve information involving multiple display formats and the coding and interpretation of data. Data enter original cataloging and transfer records; conduct searches; correct and update bibliographic and holding records via OCLC system bibliographic database.
- Participate in general office functions as needed. Prepare and process appropriate University forms, paperwork and general correspondence. Operate standard and non-standard office equipment and machines, e.g. typewriter, photocopier, computer terminal, microfilm/microfiche readers. Answer telephone calls, take messages and route inquiries to appropriate personnel. Maintain department files; prepare materials for mail (e.g. Detroit Area Library Network (DALNET) information and interlibrary loan request).
- Compile data for monthly and special reports (e.g. bi-monthly acquisition list) regarding departmental operations. Maintain and update daily activity logs and work order requests. Process invoices to initiate vendor payment.
- May provide functional work direction of assigned tasks to student or part-time support personnel. Assign and monitor routine tasks. Train and assist in appropriate methods and procedures.
- Update and maintain library information on Wayne State University's internet web pages.

- Open and close building facility and maintain secure area. May be required to work evening and weekend shifts. Monitor supply and equipment inventory; order materials and contact vendor representatives as necessary.
- Process course material reserve requests. Create and update course reserve on-line and written records. Obtain and prepare reserve items through on-line searches and retrieval from stacks. Provide faculty with information regarding general reserve procedures and specific reserve requests.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This entry level classification is designed to provide routine clerical support for either a public or technical service unit in the Library System. Work activities necessitate familiarization with basic library procedures, e.g. circulation, loan, reference, media, preservation and receiving services. The incumbent is expected to operate a computer terminal to access, enter and retrieve information via OCLC, Imagine and Horizon systems. The incumbent is expected to have the ability to communicate effectively when assisting patrons with library procedures, methods and operations. This classification may be expected to work evening or weekend shifts. Work routines necessitate keen attention to detail and the ability to follow standardized work routines or procedures. This classification is generally assigned to a public or technical service unit in the University Library system. This classification reports to and receives work direction from a professional/administrative, academic staff or management level position.

MINIMUM QUALIFICATIONS

- High school graduate or an equivalent combination of education and/or experience.
- Some office experience preferred; light typing with emphasis on accuracy; data entry skills.
- Ability to operate computer terminal, standard and non-standard office equipment, e.g. typewriter, photocopier, microfiche/microfilm reader.
- Strong organizational skills; keen attention to detail and meet deadlines.
- Ability to communicate effectively with others.
- Ability to work a flexible schedule when needed including weekend and evening hours.
- Ability to work a regular schedule including weekends and evenings.
- Typically, incumbents have held positions as an Office Clerk and/or student employee in a library facility.