



## **JOB DESCRIPTION**

Salary Grade: 3 CUPE 1328
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**Job Title:**  
**Library Acquisition Clerk**

### **PRIMARY FUNCTION**

The primary function of this job is to process the media bookings and perform reception duties.

### **MAIN RESPONSIBILITIES**

1. Processes request for films and videos by:
  - receiving telephone calls from teachers and librarians
  - finding suitable substitutes for unavailable media
  - preparing printouts, films and videos for delivery or personal pick up
  - telephoning schools and departments for overdue films and videos
2. Performs data entry tasks by:
  - maintaining a listing of each school (i.e. location number, region name, number of teachers, route etc.) on the computer and updating list as necessary
  - entering a list of all summer schools
  - updating courier routes and schedules as advised
  - updating Media Manager Library Pro Catalogue with new videos, videos on hold, damaged or changed catalogue numbers
  - compiling mini-catalogues for bulletin?
3. Performs reception duties for the Circulation Desk: by:
  - answering the department telephone, transferring calls and taking messages

- receiving visitors to the department and referring them to the appropriate staff member
- answering calls from schools on films or videos not delivered, by library or referring call to couriers
- answering inquiries on how to use the Online Catalogue

4. Perform other duties as assigned or requested.

### **SKILL**

- Secondary School Diploma or equivalent.
- 6-12 months related experience.

### **EFFORT**

- Complexity of the job is in performing the variety of duties in an accurate manner. Job is responsible to arrange delivery of the right films and videos on a timely manner by checking the availability of the films/videos and coordinating effectively the delivery dates.
- Visual demand when utilizing computer. Attention when answering telephone. Some lifting of boxes containing films/videos (up to 20 lbs., less 10%)

### **RESPONSIBILITY**

- Independence of action when responding to teachers requests for information on films/videos
- Errors in scheduling and sending the wrong film or video would delay service and inconvenience schools/departments
- Contacts with Board staff and external agencies for exchange of information and in performance of reception responsibilities

### **WORKING CONDITIONS**

- Open concept office environment. Undesirable air quality during summer months.
- Nature of job is such that incumbent is confined to desk and must get relief before leaving desk.