



JOB DESCRIPTION

Salary Grade: 4 CUPE 1328

Job Title:
Audio Visual Library Clerk

PRIMARY FUNCTION

The primary function of this job is the processing of purchase orders for media and for cataloguing media. This job is also responsible for receiving media bookings and for performing reception duties.

MAIN RESPONSIBILITIES

1. Process purchase requisitions and catalogue all new film and video by:
 - receiving film/video evaluation sheets with authorization to purchase
 - complete purchase requisition and send to Budget Control, receives purchase order from Purchasing and files (awaiting order)
 - crosschecking ordered goods with purchase order to ensure that all items were shipped by vendor, sends copy of purchase order to Purchasing and files copy
 - cataloguing video/film by preparing card including the catalogue number, annotations and subject headings by using evaluation sheets, Catalogue books, Teacher Guides as sources
 - utilizing the film viewer and video viewer to get full titles of films/videos, producer name etc.
 - completing a card strip for films by typing identifiers (i.e. catalogue number, name, length, grade level etc.)
 - filing the Catalogue cards
 - completing the MAHA (Metropolitan Audio-Visual Heads Association) form for all new film/video acquisitions, by entering into terminal, and mailing hardcopy
 - attaching the appropriate labels on the films/videos and giving to film library to shelve.

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
- keeping the listing of all films and videos updated by entering all withdrawn films/videos
- entering a list of all summer schools
- updating courier routes as advised
- compiling mini-catalogues for bulletin.

3. Perform reception duties for the Media/Audio Visual department by:

- answering the department telephone, transferring calls and taking messages
- receiving visitors to the department and referring them to the appropriate staff member
- assisting in the processing of media order calls by entering requests into terminal
- answering calls from schools on films or videos not delivered, by library or referring call to couriers
- answering inquiries on the films/videos available under certain subject headings, by checking catalogue cards, and providing a list of names.

4. Performs other duties as assigned or requested.

SKILL

- Secondary School Diploma or equivalent.
- 1-2 years related experience

EFFORT

- Complexity of the job is in performing the variety of duties in an accurate manner. Job is responsible for writing annotations and subject headings for each film/video, therefore must utilize all sources in preparing annotations.
- Visual demand when utilizing terminal. Attention when answering telephone. Some lifting of boxes containing films/videos (up to 20 lbs., less than 10%)

RESPONSIBILITY

- Independence of action when cataloguing films/videos and when responding to teachers requests for information on films/videos.
- Errors in cataloguing of films/videos 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.
- Nature of job is such that incumbent is confined to desk and must get relief before leaving desk.