



JOB DESCRIPTION

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| Salary Grade: 3 CUPE 1328 |
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Job Title:
Bibliographies Clerk

PRIMARY FUNCTION

The primary purpose of this job is to process research and bibliography requests from library patrons.

MAIN RESPONSIBILITIES

1. Receives a list of appropriate journals, magazines and other sources which has been prepared by the librarians to be used to complete teachers' requests for reference/research material and processes by:
 - locating and pulling appropriate fiche or film, utilizing a viewing machine to search for the article and utilizing a printer to make a copy of the requested pages
 - searching for fiche or film not readily found in library by checking in various files (e.g. journal files that are not yet fiched, catalogue of journals, special fiche or inter-library loan)
 - preparing articles for delivery or pick-up by placing in envelopes, typing name and school on envelope, and forwarding to mailroom for delivery
 - forwarding fiche and small portable fiche reader as directed for viewing very lengthy articles (30 pages or more)
 - returning fiche or film to file and filing request from on completion.
2. Receives requests for articles or books listed in various bibliographies which are sent to staff each month and processes by:
 - retrieving fiche or film, searching for articles, copying, and forwarding requested item/s
 - attaching a 'reserve' card to the card of a book already in circulation

- using a typewriter to prepare a list of all outstanding requests to be completed upon the return of books/articles
 - filing master copies of articles on each bibliography, cross-indexing by number for speedy retrieval.
3. Maintains the fiche and photo copiers, printer and viewer/printer machines in good order by replacing paper, toner, and servicing machines to remove paper jams, etc. contacting service representative as required.
 4. Maintains vertical file by receiving and filing journal articles by topic, preparing hanging file for each new topic as directed and updating the file list as required.
 5. Performs other library clerical duties by:
 - assisting patrons of the library in locating and copying articles
 - receiving the cards of books withdrawn from circulation, cross-referencing them by author, title, topic etc. and removing all appropriate cards from the card catalogue file as required
 - typing labels, title pages, etc. as required
 - assisting library clerk with Journal file and replacing display journals with new issues every 2 to 3 months by discarding old journals that have been fiched and holding for fiching any Journals that have not been fiched
 - assisting in shelf-reading to ensure books are in the correct numerical sequence.
 6. Performs other duties as assigned or required.

SKILL

- High school diploma or equivalent
- 6 – 12 months related experience
- Ability to use typewriter, and to use and maintain various copying, viewing and printing machines

EFFORT

- The complexity in the job is in the volume and diversity of requests, and in locating an article from a variety of sources.
- Visual concentration is required in locating and printing articles. Finger dexterity is required in handling the fiche and film.

RESPONSIBILITY

- Independence of action when searching for articles and in determining how to locate.

- Articles copied incorrectly or sent out late could affect a classroom schedule, or an individual's assignment. Machines not maintained correctly will break down frequently and result in material being unavailable.
- Contact is with library and other Board staff in performance of duties.

WORKING CONDITIONS

- Noise from copying machine is experienced daily. Open concept office environment.
- Monthly deadline to be met in filling bibliography requests. Locating and copying requested articles for someone waiting is occasionally stressful.