

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Library Clerk**

**Class Code: 20612  
Pay Grade: GC**

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### **A. Purpose:**

Performs duties in the support of library operations such as helping to maintain the collection, shipping and receiving library materials and related correspondence, locating and processing materials, and entering information into computerized library files to ensure required and necessary library support activities are carried out.

### **B. Distinguishing Feature:**

Library Clerks perform library support tasks such as providing stack maintenance, shelving books, retrieving and preparing materials for shipment, locating and copying library materials, checking-in and processing library materials, updating computerized files, processing library mail and materials for shipment, and processing cassette books.

Library Technicians are assigned a variety of tasks associated with patron services or library services such as researching and processing state and federal documents, maintaining the library's collection, acquisitions processing, processing Inter-Library Loan (ILL) requests, assisting patrons in locating materials and using library services, processing materials in and out of the library, and ordering and maintaining serials.

Library Associates have technical responsibilities for reference services, copy cataloging, book acquisitions, or as a reader advisor for Braille, large print, or recorded books.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Maintains a library book and/or magazine (serials) collection to ensure materials are in correct shelf order.
  - a. Shelves books and other library materials.
  - b. Pulls books and other materials from the collection as requested.
  - c. Checks for the availability of library materials.
  - d. Pulls outdated library materials as directed, boxes them, and marks them for recycling or disposal.
2. Retrieves library materials, as requested, and prepares them for shipment to provide library patrons with requested items.
  - a. Retrieves materials as requested.
  - b. Checks materials to ensure they match the patron's request.
  - c. Prepares items for shipment and places them in mailing bags.
  - d. Reviews batch checkout program for errors.
  - e. Checks in and shelves items.
  - f. Corrects copy errors on check-in.
3. Inspects condition of materials being returned to the library to ensure items are ready to be placed back into the collection.
  - a. Inspects items for damage.
  - b. Rewinds cassette books and places tapes in numerical order.

- c. Marks items to indicate master copy.
  - d. Updates computer system with required information.
4. Operates a library mail room to ensure mail and library related materials are distributed to the proper destination.
    - a. Sorts incoming mail, packages, magazines, and newspapers.
    - b. Processes outgoing mail determining correct packaging and postage.
    - c. Receives items delivered to the library and prepares paperwork to ship items.
    - d. Maintains postage records.
  5. Locates and copies materials requested by library staff and patrons.
    - a. Searches the library collection and locates requested items.
    - b. Sorts and counts requests.
    - c. Locates and pulls requested materials.
    - d. Copies items to be sent to patrons.
  6. Performs other work as assigned.

**D. Reporting Relationships:**

Reports to a program administrator. May provide work direction to library staff assigned to backup the position.

**E. Challenges and Problems:**

Challenged to work timely and accurately to carry out assigned tasks. Many functions and needs of the library have specified timeframes.

Typical problems include carrying out assigned tasks within required timeframes, interpreting vague requests from patrons or library staff, and locating misfiled library materials.

**F. Decision-making Authority:**

Decisions made include priority of routine tasks, whether items returned to the library need to be repaired, the best way to ship an item and proper postage rates, ensuring records match, materials are accurately shelved, and whom to refer an inquiry.

Decisions referred include policy decisions or interpretations, exceptions to procedures, what to do about missing library materials, and whether holds should be placed on patron borrowing privileges.

**G. Contact with Others:**

Daily contact with library staff to clarify procedures or to carry out assigned tasks.

**H. Working Conditions:**

Typical library environment.

**I. Knowledge, Skills and Abilities:**

Knowledge of:

- principles, practices, and techniques of library operations;
- numerical and alphabetical sequences as applied to a library classification system;
- library procedures and services;
- the operation of a computer.

Ability to:

- deal tactfully with others;
- follow instructions;
- use a computer keyboard;
- work independently;
- lift and carry boxes of library materials weighing approximately 50 pounds.