

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Library Catalog Clerk

**BASIC FUNCTION:** Under the supervision of the area Manager, is responsible for inventory, cataloging, exporting and record overlaying of bibliographical information into the library catalog system and performs routine clerical tasks involved in the operation of the library.

**PROVIDES WORK OR LEAD DIRECTION TO:** Not applicable – no permanent full-time staff to supervise.

**REPRESENTATIVE DUTIES:**

1. Copy cataloging and export of records for all three campus libraries. Export MARC (machine readable cataloging) record overlaying of bibliographical information into the library catalog system.
2. Logs current issues of serial titles and informs patrons what is currently available. Claims missing issues.
3. Inventory library materials to determine if catalog matches the books and DVD titles of items on shelves.
4. Prepares periodic reports for serial claims.
5. Checks books, periodicals, and magazines in and out of library.
6. Turns computers on at circulation desk, and puts out the daily newspapers.
7. Answers routine questions and/or refers patron to the reference desk; assists patrons to find books.
8. Maintains periodicals; (checking on line for all three libraries), issues library cards.
9. Receive monies for fines, book payments, and lost library cards.
10. Searches for books on hold and notifies students.
11. Sends books to Moreno Valley and Norco for intercampus loans.
12. Assists the print center as requested.
13. Ensures copy machines are full of paper; empties the book drop.
14. Shelves books when requested and ensures shelf maintenance.
15. Delivers and picks up morning and afternoon mail.
16. Participates in District-provided in-service training programs.
17. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
18. Performs other duties, related to the position, as assigned.

**EDUCATION:** Graduation from high school or GED equivalent is required. Minimum of two or more college courses in Library Studies is preferred.

**EXPERIENCE:** One year of general library clerical experience or related work experience is required. Two years of experience is preferred.

**LICENSES/CERTIFICATIONS:** Library Technical Assistant Certificate preferred.

**KNOWLEDGE OF:** Understanding of library cataloging system OCLS (Online Computer Library Center); LC (Library of Congress Classification System). Library functions and procedures; office practices and equipment; basic skills.

**ABILITY TO:** Spell and use good English; learn and interpret rules and regulations; alphabetize and make comparisons rapidly and accurately; work effectively with students and instructors. Proficient keyboard and computer skills.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

**CONTACTS:** Co-workers, faculty, staff, students, and the general public.

**WORKING CONDITIONS:** Normal library environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.