

SAN JOSE UNIFIED SCHOOL DISTRICT

I. **Title** Media Circulation Clerk II

II. **Definition**

Under the direction of certificated personnel, acts as a user liaison and trouble shooter to insure the satisfactory delivery of user requests for services supporting CASPR. Trains District personnel on Library World applications; does related work consistent with the job description. Processes materials and selects and maintains all library supplies.

III. **Examples of Duties**

Maintains and enters data through the use of computer terminals; processes library books and circulates media materials; keeps necessary records; takes inventories. Serves as a District resource person for obtaining data from the CASPR system. Fields questions and assists in planning course of action for user problems. Assists in resolving problems via telephone or on-site trouble shooting relating to the use of on-line Library World applications. Assists in training District personnel on the on-line Library World applications. Also trouble shoots hardware and network-related problems before having to escalate to another level. Installs Library World application software. Processes materials received from Elementary School Librarians (entering all necessary information pertaining to each item of material); processes books received from various Publishers and distributes to all Librarians in District. Fills orders on a weekly basis to maintain libraries

IV. **Employment Standards**

A. **Knowledge of:**

Simple clerical procedures for receipt, storage and circulation of a variety of instructional materials;

Computer terminal skills and use of a variety of software;

Installation of the CASPR Software Application.

V. **CASPR Technical support person duties include the following:**

- Troubleshooting (requires from 20 min. to 3 or 4 hours, both planning and on site, at all grade levels/K-12)

- Setting up sharing for Browsers (a Browser is an application eliminating the use of the card catalog. The application is installed on three or more computers located in the Library and a computer located in each classroom)
- Setting up servers (the Server is where the Data is stored. Each Browser is then connected to the Server by setting up sharing)
- Creating and editing new detailed Reports fitting the specific requirement for each school library. Samples of detailed reports are available for you to browse.
- Conducting training for new Librarians and Library Assistants (four to five hour training class)

Date October, 1999

Range 23a

Position Code

KM:los