

## **CITY OF MILL VALLEY**

### **BOOKMENDER**

#### **DEFINITION**

To physically process new library materials; to mend books and other library materials; and to do related work as required.

#### **SUPERVISION RECEIVED**

Receives immediate supervision from the City Librarian, Supervising Librarian, Senior Librarians, and Circulation Supervisor.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

- Physically process new library materials in preparation for circulation. For example, physical processing may include affixing plastic covers over dust jackets; typing and attaching spine labels; reinforcing paperback covers; affixing a variety of labels to processed materials; stamping materials with property stamp; and other related tasks.
- Clean and repair books and other library materials, using judgment to determine type of repair needed. For example, repairs may include gluing bindings; setting glued materials in press; repairing tears with tape; reinforcing bindings and spines of books; replacing plastic covers.
- Attend scheduled and unscheduled staff meetings as required.

#### **OTHER JOB RELATED DUTIES**

- Perform related duties and responsibilities as required.

#### **JOB-RELATED AND ESSENTIAL QUALIFICATIONS**

##### ***Knowledge of :***

Materials and substances used to process and repair library materials.

##### ***Ability to :***

Communicate effectively in English both orally and in writing.

Perform routine, manual tasks neatly and accurately.

Follow oral and written direction.

Use standard office equipment including typewriters, photocopiers, etc.

Type labels accurately.

Work cooperatively with other staff members.

***Experience and training guidelines***

***Experience*** : None required.

***Education*** : Graduation from high school or equivalent.

***Special Requirements*** :

Must have manual dexterity needed to work with library materials and products used in processing and mending tasks.

**EFFECTIVE DATE** : April 1993