

Library Assistant Job Description

Nature of Work

This is an entry-level, non-professional library position serving under the supervision of the Director. Library Assistants perform clerical and non-professional tasks involving standard library routines that are learned on the job. Each Employee may perform some or all of the functions listed below.

Primary Duties

- Uses the automated circulation system to check in/out library materials to the public
- Shelves library materials correctly and in a timely manner.
- Handles the payment of copier and printer copies and the sale of books at circulation desk.
- Makes change accurately, adds money to locked petty cash drawer.
- Assists patrons in the selection and location of books and non-print materials and answers patrons' questions.
- Places books on hold for patrons as requested –monitor HOLDS summary report and make phone calls
- Creates new patron record after patrons fill out library application
- Mends damaged books and other items as needed. Cleans DVDs and CDs.
- Answers phone and refers calls as necessary.
- Works with a wide range of readers, from toddlers to young adults to adult life-long learners. This may include helping with story hour and/or summer reading program.
- Must be willing to clean the library, including cleaning the bathrooms, vacuuming, dusting and cleaning windows. Shelf Straightening and media alphabetizing is also required.
- Must make a note if a donation is made, including the name and address of donor, the date of donation and the material donated.
- Must attend staff meetings.
- Respects the confidentiality of patron records.
- Is willing to perform other tasks related to keeping the library building, the library's collections, and patron records orderly, accurate, and secure.

Duties Performed After Training

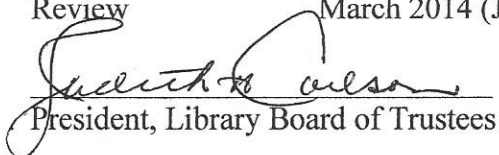
- Cataloging new and used materials. Training in KOHA system required.

Effective

Review & Update

Review

March 2014 (JAC)



President, Library Board of Trustees



Library Director