

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.

Expectations:

- Dress neatly and appropriately
- Arrive on time to scheduled hours
- Notify the library in advance if unable to work scheduled time
- Follow the rules and proper behaviors in the library, including adhering to all library policies and procedures reviewed before beginning position. Library Assistants are:
 - Prohibited from being under the influence, possessing, selling or otherwise being involved with illegal substances and alcohol
 - Will be removed from service if unable to adequately perform the duties assigned
 - Will receive one verbal and 2 written warnings before being removed
- Be courteous and helpful to all patrons
- Attend occasional training sessions/meetings

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.
- 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.

President, Library Board of Trustees

Library Director

Review & Update March 2014 (JAC)

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