CLASS TITLE: LIBRARY ASSISTANT

BASIC FUNCTION:

Under the direction of a Learning Resources Supervisor or a Dean, a Library Assistant performs a variety of clerical tasks in support of the library.

REPRESENTATIVE DUTIES:

Utilize library electronic information systems to input and download inventory, requisition, and invoice data for copy cataloging, including the processing of standing order requisitions, annual database renewals, periodical subscriptions, and supplies; gather data required for standardized circulation reports and inventory management. E

Copy catalog and process incoming materials including books, magazines, newspapers, college catalogs, microfilm and periodicals, compact disks and records, and digital media using library inventory electronic information systems; label and media stamp articles; affix security strips; prepare media for distribution; remove records of discarded materials from library catalog; process invoices; document and resolve inventory discrepancies, including contacting publishers to resolve discrepancies as needed. E

Check in and out print, non-print, and digital material such as books, periodicals, special collections, compact disks, and digital media to patrons at circulation desk; issue library cards as appropriate. E

Provide routine information to library patrons and staff concerning library materials, services, policies, and programs; assist patrons on-site, online, and by telephone with directions and general information regarding the library; assist library patrons in the use of equipment such as computers, copiers, microfilm and microfiche readers, printers, and scanners. E

Process overdue notices; calculate, collect, and record library fees for lost or overdue materials; issue receipts for fees paid. E

Assist staff in preserving, digitizing, and maintaining special collections such as reserves, textbook lending, rare books, periodicals, reference, and digital media. E

Prepare and submit interlibrary loan requests for both loaned and borrowed materials; maintain interlibrary loan records. E

Shelve materials; check condition of materials, removing from circulation damaged articles in need of repair; repair damaged and worn articles as appropriate. E

File, duplicate, compile, update, and maintain records and reports regarding circulation and library services; update library website as directed. E

Revised February 2010
Established January 1998
LIBRARY ASSISTANT (continued)

Train and provide work direction to student workers as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and practices of library ordering, cataloging, processing, and maintenance of print, non-print, and digital library materials
- Computerized library and office productivity software such as inventory management databases, spreadsheets, word processing, scheduling and publishing software
- Common library equipment, photocopiers, digital recorders, cash registers, and microfilm and microfiche readers
- Library terminology and standard practices
- Library of Congress cataloging system
- Library services, programs, resources, and technology available for patron use
- General clerical principles and practices
- Modern office practices, procedures, and technologies
- Record-keeping, filing, and reporting techniques
- Basic math
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Principles of telephone etiquette

ABILITY TO:

- Communicate effectively, both orally and in writing
- Understand and follow oral and written directions
- Operate a cash register and make change accurately and completely
- Interpret, apply, and explain rules and procedures
- Keyboard/type at 35 net words per minute from clear copy
- Establish and maintain cooperative and effective working relationships with others using tact, patience, and courtesy
- Train and provide work direction to others

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of clerical experience including six months of clerical or higher level experience working in a library.

WORKING CONDITIONS:

ENVIRONMENT:

Library environment subject to constant interaction with students, staff, and the public

PHYSICAL ABILITIES:
LIBRARY ASSISTANT (continued)

Hearing and speaking to communicate with library patrons
Seeing to read library materials
Reaching horizontally and above the shoulder to shelve and retrieve books and other media
Carrying and lifting books
Dexterity of hands and fingers to operate audio-visual and office equipment
Pulling and pushing to move book carts
Bending at the waist to retrieve and shelve media