

**LIBRARY ASSISTANT**

**DEFINITION**

Performs a wide variety of responsible paraprofessional (clerical) library tasks of a generalized nature related to the acquisition, cataloging, processing and/or circulation of library materials. Position may require working evening and/or weekend shifts.

**DISTINGUISHING CHARACTERISTICS**

The Library Assistant is an entry level position. This position assists in routine library-related tasks under close supervision.

The Library Technician I performs a variety of technical duties which require a general knowledge of library principles, practices and procedures. This position requires previous library experience and knowledge of operating procedures, processes, policies, references, and online utilities used in the public and technical services units of a library. The Library Technician I is responsible for the efficient and effective completion of tasks.

The Library Technician II performs broader, more complex specialized and technical duties which require a comprehensive knowledge of library principles, practices, and procedures. The Library Technician II position requires the ability to apply functional area policies and procedures, follow precedent and identify problems and recommend solutions in meeting goals and objectives.

**SUPERVISION RECEIVED AND EXERCISED**

Supervision is received by the Library Manager.

May provide work direction to student workers.

**EXAMPLES OF DUTIES**

Performs routine circulation desk duties using the Integrated Library System (ILS), including inputting and searching data in the catalog and circulation databases.

Assists with overdue notices; including preparation and distribution.

Receives and accounts for overdue fines and fees.

Assists patrons in location and retrieval of resources and in the use of equipment and facilities in person and over the phone.

Prepares and distributes selection review materials to faculty.

Retrieves data from the library automated system and other library and campus databases.

Uses a computer to prepare bibliographies, lists, instructional manuals, guides, and correspondence.

Operates library equipment.

Assists in maintaining files and records; including filing in alpha-numeric order.

### **EXAMPLES OF DUTIES (continued)**

Assists in collections processing, shelving, shelf reading, inventory control; targets materials for security system.

Searches and verifies pre-order vendor and bibliographic information.

Disseminates routine factual information in person and via telephone.

Perform in-house mending and binding as needed.

Assists with book/art display projects.

Sorts mail and unpacks boxes of materials.

Provides work direction and training to student workers.

Verifies time sheets for student workers.

Performs related duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

Library terminology and standard library practices, techniques, and/or office record keeping and bookkeeping methods.

Cash receipts collection and record keeping.

Filing, typing, office practices and protocol.

#### **Ability to:**

Perform general library tasks both accurately and rapidly.

Apply and interpret library policies and procedures.

Read, interpret, apply, explain rules regulations, policies; exercise good judgment within established procedures.

Answer routine directional questions.

Communicate clearly and effectively both orally and in writing.

Interact positively and effectively with faculty, staff, and students in a multi-cultural environment.

Demonstrated ability to keyboard accurately or moderate level typing skills.

Operate standard office equipment.

Understand and follow oral and written directions.

Train and provide work direction to others.

## **EMPLOYMENT STANDARDS**

### **Minimum Qualifications:**

High school Diploma or equivalent.

One year of clerical experience.

### **Desirable:**

College-level coursework in Library Science, Computer Science, Business or a related field from an accredited college or university.

Previous experience in a library setting.

## **PHYSICAL REQUIREMENTS:**

Ability to work in environment which requires lifting up to 30 pounds, bending, stooping, and pushing.