

Position: Library Assistant	Position Number:
Department:	FLSA: Non-exempt
Reports to:	Salary Grade: 110

### **Summary**

Performs a variety of clerical and technical library duties in a community college library.

### **Essential Duties and Responsibilities**

- Assists in the operation of a full service Library by processing incoming and outgoing document transactions.
- Assists students with use of the library. Assists them to find materials, orients them to use resource guides, assists in use of computers and programs - either typing (word processing programs) or searching for information and printing. Illustrates use of card catalogs, the Library of Congress and the Dewey Decimal System.
- May conduct "walk-and-talk" orientations for students in areas such as general use of the library, periodical research, bibliographic search, internet search, or use of electronic media.
- Receives new materials (books, media, textbooks or periodicals), enters into system, prepares for and enters into circulation (shelves). Provides location numbering to library materials and enters onto an automated library record system using a personal computer.
- Processes inter-library loan requests. Monitors in-and-out distribution and location of publications.
- May oversee academic assistance programs, coordinating activities with faculty.
- May assist in organizing and conducting periodic book fairs and other library events.
- Mends and repairs book and non-book materials. Disposes of damaged or outdated materials according to established procedures.
- Conducts annual physical inventory of all Library materials.
- Organizes and decorates library. Designs and constructs library displays, bulletin boards, posters and signs. Maintains a clean and orderly environment.
- Circulates, stores, inventories, maintains, performs minor repair and operates a variety of audiovisual equipment used in the library, e.g., audio and visual playback devices and microfilm readers.
- Processes orders for books, magazines, and periodicals for library use within established parameters set by a Librarian.

- Performs routine clerical and record keeping duties.
- Performs other related duties as assigned that support the overall objective of the position.

## **Qualifications**

- **Knowledge and Skills**

Requires a working knowledge of library methods, practices and terminology including use of library card catalog and basic reference sources. Must understand the Dewey Decimal System of classification and the American Library Association rules for filing catalog cards. Must be familiar with automated carding systems and records. Needs to have a basic understanding of Library operations, goals and objectives. Requires sufficient communication skills to convey specialized concepts to students and to resolve urgent student needs. Requires sufficient arithmetic skills to arrange materials in numerical sequences and to calculate sums. Requires sufficient writing skills to document instructions on use of library services.

- **Abilities**

Must be able to perform all of the duties of the position with only general supervision and support. Requires the ability to follow detailed procedures such as standard library cataloging and filing rules. Must be able to maintain a well organized and attractive library setting. Must be able to apply and explain library services, layout, rules, and policies. Must be able to maintain the circulation area in a manner conducive to support research and studying. Requires the ability to deal courteously with library patrons including students and faculty. Must be able to perform routine clerical and record keeping duties.

- **Physical Abilities**

Requires sufficient visual acuity to recognize letters and numbers; hand-arm-eye coordination to use a personal computer keyboard; ambulatory ability to walk, move carts, and reach to shelves for placement of lightweight objects (less than 10 pounds); hearing and speech ability to carry on conversations in person and over the phone.

- **Education and Experience**

High School diploma plus post high school library science curriculum or equivalent required. Minimum of one year of experience in a library or instructional setting required. Additional experience may substitute for higher education.

- **Licenses and Certificates**

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