

LIBRARY ASSISTANT

DEFINITION

An employee in this class performs responsible pre-professional work under the supervision of a professional librarian.

DISTINGUISHING FEATURES OF WORK

Work involves assisting in the function of the library in a variety of routine and non-routine duties. Duties may include those requiring that choices be made and that judgment and discretion be exercised.

ILLUSTRATIVE EXAMPLES OF WORK

Performs reader's services in reference, adult, young adult and children's areas, including use of on-line databases.

Checks library materials in and out using Integrated Library System.

Requests and returns interlibrary and intra-Regional library loan materials for patrons.

Assists in user education and instruction in the use of the library materials—print, non-print and online.

Assists with film sessions, lecture or discussion programs, story times, exhibits, displays and other group services.

Assumes responsibility in the supervision of the library in the absence of the librarian.

Supervises and trains volunteers and program workers in shelving library materials and in other library duties.

Maintains pamphlet, picture and clipping files and information and referral files.

Prepares bibliographies of various subjects to assist patrons with their research and information needs.

Catalogs and classifies materials using OCLC.

Sorts all library materials and shelves them. Maintains library statistics.

Clears tables, counters and book drops of library materials. Maintain shelves in correct order. Retrieves materials from stacks and storage areas.

Attends in-service training workshops and meetings designed to promote staff development.

Performs related works as needed and assigned.

KNOWLEDGE, SKILLS and ABILITIES

Some knowledge of modern library organization and procedures including use of Integrated Library System, personal computers, Internet web services and software including Microsoft Office.

Ability to follow the library's prescribed routines.

Ability to establish and maintain satisfactory working relationships with others.

Ability to comply with library policies and procedures, including honoring patron's rights of privacy and access to information. Support of ALA Library Bill of Rights.

ACCEPTABLE EXPERIENCE AND TRAINING

Graduation from high school (or equivalent) and technical training.

Some college preferred.

Some library experience preferred.