



LIBRARY SUBSTITUTE

DEFINITION

A library substitute performs paraprofessional work under the supervision of the branch manager and in the position of library assistant.

DISTINGUISHING FEATURES OF WORK

Work involves circulation and clerical duties, providing direct assistance to library patrons through procedures requiring knowledge of computer operations, and performs related duties as required.

TYPICAL EXAMPLES OF WORK

Assists patrons by checking materials in and out, processing items on hold, and notifying patrons of the status of their requests; collects patron fines; assesses fines for damaged materials.

Assists patrons in locating materials and instructs patrons in the use of databases and the online catalog.

Operates copy machine for patrons on request, instructs patrons on operation of copy machine, and makes photocopies for in-house use; performs minor maintenance on copier.

May process newly catalogued materials for shelving, applying identifying stamp, protective covers, etc.

Opens and closes the library including turning equipment on/off, unlocking/locking doors, etc.

Shelves returned materials and maintains order on shelves as needed.

Answers phone as necessary

Assists with preparation of areas for library events or scheduled meetings.

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.

Performs related works as needed and assigned.

KNOWLEDGE, SKILLS and ABILITIES

Employee must have active bank account for direct deposit payroll.

Some knowledge of modern library organization and procedures including use of technology including circulation software, office software, and the internet.

Ability to follow the library's prescribed routines.

Ability to establish and maintain satisfactory working relationships with others.

Ability to lift boxes of books at least 30 lbs or more as needed

Ability to comply with library policies and procedures, including honoring patrons' rights of privacy and access to information.

ACCEPTABLE EXPERIENCE AND TRAINING

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

Some college preferred.

Some library experience preferred.