

Library Assistant

Definition

To perform a wide variety of general library clerical duties in a college library.

Distinguishing Characteristics

Library Assistant - This classification will perform general library clerical duties and receives technical supervision and direction from those in the higher classes.

Library Technician - This classification performs technical duties typically involved in library functions.

Library Technician, Senior – This classification performs more complex duties involved in overseeing a functional area of a library while providing technical supervision and direction to library staff and students.

Supervision Received and Exercised

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants.

Examples Of Duties

Duties may include, but are not limited to, the following:

- Assists students and faculty at circulation desk, charges and discharges library materials.
- Processes reserve book requests from students and faculty; locates material; provides information regarding available library materials; answers routine questions.
- Maintains overdue and debt file for non-students; collects and records fines for overdue materials; issues receipts for lost library materials and debt payments.
- Prepares and types book orders, requisitions, continuing contract orders and library suborders.
- Orders, receives and processes library materials.
- Learns to maintain and troubleshoot library photocopiers; assists students in proper usage of the machine; arranges for repairs.
- Places books on and off reserve file.
- Performs related duties as assigned.

Library Assistant

Minimum Qualifications

Knowledge of:

- Modern office procedures, practices and technology/equipment.
- English usage, grammar, spelling, punctuation and vocabulary.
- General library protocols.
- Modern software applications (Microsoft Office Suite, etc.)

Skill/Ability to:

- Keyboard with accuracy.
- Learn to assist patrons in the location of library materials.
- Perform routine clerical work including filing and record-keeping.
- Operate office machines and learn office methods, rules and policies.
- Learn the use of a library classification system.
- Serve students, staff and colleagues in a helpful and professional manner.
- Communicate effectively, both orally and in writing.
- Make simple mathematical computations.
- Establish and maintain effective work relationships with those contacted in the course of required duties.
- Prepare clear, concise, and complete reports using standardized practices.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

Education/Experience

- Possession of an associate degree from an accredited college, or the equivalent.
- Previous library experience, preferably in an academic library.

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