

Level I - LIBRARY ASSISTANT (or LIBRARY CLERK)

***Note: this document is a sample of the type of work an entry-level library worker might do. It is not intended to be comprehensive, nor is it a legal document of any kind. It does not specifically represent any union, state, or local job description.**

Definition: Under close supervision, performs a variety of routine paraprofessional library tasks; does other related duties as required

Minimum Suggested Education: High School diploma or GED

Examples of Work May Include:

- Charges and discharges library material to users using online circulation system
- Calculates and collects fines and makes change. May be involved with sending overdue notices
- Answers patron inquiries pertaining to physical location of library material, library hours, offices and personnel, and availability and reserve of popular or new publications
- Reviews library membership applications for completeness as to name, address, and similar personal identification, and records changes of such information
- Assist with computer stations, keeps printers and copiers filled with paper, and troubleshoots minor equipment problems as needed
- Performs filing or shelving tasks involving the use of the local classification system
- Locates required publications primarily based on call number
- Checks shelves to ensure materials are filed properly, shelf-reading as required
- Checks in serials, updating electronic records to maintain accuracy. May assist with binding duties
- Matches newly purchased items to invoice, and inspects materials for damage or binding problems
- Prepares library materials for circulation, including processing of new materials
- Pulls library materials for interlibrary loan fulfillment
- Photocopies or scans materials for interlibrary loan or research requests
- Maintains required records or statistics for department as needed
- Uses the technology of the library effectively and is able to instruct others on its use if needed
- Uses online library catalog to locate materials

Knowledge and Abilities:

- Knowledge of basic local library policies and procedures
- Knowledge of library mission and patron base
- Knowledge of departments and services of the library, also library personnel and hierarchy
- Knowledge of library's participation in consortiums, networks, or other resource-sharing organizations
- Ability to collect and compile statistics
- Ability to prioritize and organize tasks
- Ability to understand and demonstrate customer service philosophy
- Knowledge of general library terminology
- Ability to work effectively in groups, and establish and maintain working relationships with users and staff
- Ability to work well independently and be goal-oriented
- Displays good communication skills, and interacts well with all kinds of people, using English both verbally and in writing

- Ability to recognize, encourage, and appreciate diversity and individuality in both patrons and staff
- Knowledge of library classification system with the ability to do shelving and shelf reading
- Ability to pay attention to detail