

2. Library Aide – This is a part time position: 2 days per week. Days are assigned by the Director. The work includes shelving of library materials, shelf maintenance and performing minor clerical tasks. The position also calls for interaction with patrons. The work is performed under the direction of the Director and requires no prior knowledge of library procedures, as employees are trained on the job. The Aid does related work as required.

A. Circulation:

- Checks library materials in and out according to established procedures;
- Keeps accurate circulation records;
- Tracks and contacts patrons regarding overdue books according to established procedures;
- Handles reserved materials;
- Shelves returned materials

B. Materials and Shelf Management:

- Sorts, shelves, relocate and searches for library materials;
- Reads shelves for accuracy of order, re-shelving as needed;
- Dust/cleans materials;
- Does simple mending of library materials;
- Displays materials in an attractive and creative manner;
- Arranges or files materials according to library filing rules;
- Competently uses all library machinery such as photocopier, fax, and computer,

C. Patron Services:

- Issues new patron cards according to library procedures;
- Introduces new patrons to the layout of the library;
- Assists patrons in the use of the computer;
- Provides simple directional information to patrons (how to use library tools);
- Calls patrons to deliver messages or information on library materials;
- Answers reference questions;
- Issues computer/Internet usage contracts;
- Checks for signed Computer usage contract before letting patron use Computer/Internet
- Provides reader advisory information
- Disseminates information about library resources, policies and procedures

Performance, Knowledge, Skills, and Abilities

- Ability to understand and carry out simple oral and written directions;
- Ability to sort materials in alphabetic or numeric order;
- Ability to use courtesy, good judgment, accuracy, and orderliness in all library functions;
- Ability to use tact and courtesy in dealing with the public;
- Working knowledge of library filing and shelving procedures;
- Working knowledge of library services and practices;
- Working knowledge of written polices and procedures of the library;
- Working knowledge of handling and using library materials and equipment