



GENERAL STAFFING SOLUTIONS

POSITION TITLE:

Library Assistant

General Description:

Assists the librarians and in some cases the library technicians in organizing library resources and making them available to users. Provides information services, such as answering questions regarding card catalogs and assists public in use of bibliographic tools. Performs routine descriptive cataloging. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job

Skills/Duties:

- Issues borrower's identification card according to established guidelines
- Supports the bookmobile system
- Locates library materials for patrons, such as books, periodicals, tape cassettes, Braille volumes and pictures
- Classifies and catalogs items according to contents and purpose
- Sorts books, publications and other items according to procedure and returns them to shelves, files, or other designated storage area
- Issues books to patrons and records or scans information on borrower's
- Maintains records of items received, stored, issued, and returned and files catalog cards according to system used
- Delivers and retrieves items to and from departments by hand or push cart
- Repairs books, using mending tape and paste and brush and replaces plastic covers on new books
- Prepares address labels for books to be mailed, overdue notices, and duty schedules using computer or typewriter
- Operates and maintains audio-visual equipment and explains use of reference equipment to patrons
- Places books in mailing container, affixes address label and secures container with straps for mailing to blind library patrons
- Selects substitute titles, following criteria such as age, education and interest when requested materials are unavailable
- Inspects returned books for damage, verifies due-date and computers and receives overdue fines
- Reviews records such as microfilm and issue cards to determine title of overdue materials and to identify borrower
- Prepares, stores and retrieves classification and catalog information, lecture notes or other documents related to document stored, using computer
- Answers routine inquiries and refer patrons who need professional assistance to librarian

Requirements:

May require a Bachelor's Degree and 0 – 2 years of experience in the field or in a related area.

Reporting Relationship:

Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

I have read the description of my professional responsibilities as an employee of GSN and agree to adhere to the standards described above.

Signature

Date