

LIBRARY CLERK/AIDE JOB DESCRIPTION

Library Clerk/Aide:

Reports to the Library Director

Non-exempt

Part-time

Summary of Duties:

- Check books, magazines and other library materials in and out at the circulation desk and collects fines and places holds using an automated circulation system.
- Assist patrons with questions about public access computers, software or computer functions.
- Answer telephone and provide routine information to patrons.
- Operate a variety of standard office and library equipment.
- Notify patrons about reserved materials and call for return of overdue materials.
- Provide basic reference service or if unable to do so, refer matter to librarian in charge.
- Perform routine book maintenance and processing.
- Help oversee library pages and/or volunteers.
- Search for and retrieve requested items from the library stacks or order items from MeL
- Package and ship library materials to requesting libraries.
- Check in, package and return library materials to lending libraries.
- Assist with ILL statistical reporting as needed.
- Perform other related duties as required.

Desired Knowledge, Skills and Abilities:

- Bachelor's degree preferred, but not required. An acceptable combination of education and experience in progressively responsible administrative roles with knowledge of library operations, practices and procedures preferred.
- Excellent ability to pay attention to detail.
- Position requires a service oriented individual who is able to interact with a diverse population.
- Knowledge of and comfortable with the use of computers, software and Microsoft office products.
- Proficient in the English language with the ability to understand and follow written and oral instructions.
- Some knowledge of library clerical procedures and practices.
- Ability to count money and use a basic cash register.

Adopted November 2022