

Job Description: Library Aide Newton Public Library

POSITION SUMMARY:

Library aides provide quality customer service by performing clerical, circulation and other library-related work. Examples include shelving library materials, assisting patrons with circulation tasks and general reference requests, and handling interlibrary loan. Work directly with the public and as part of a team with other library staff members, demonstrating flexibility and a positive attitude, and contributing to the overall successful operation of the library.

HOURS: Hourly – non-exempt for purposes of Fair Labor Standards Act. Shifts may vary; some Saturday shifts are expected. 16-hour work week is average.

SUPERVISED BY: Adult Services Librarian; Supervisor on Duty

ESSENTIAL FUNCTIONS:

- Actively greet and assist patrons with access to library materials, online databases, Internet resources, and computer applications.
- Assist patrons in selecting library materials through knowledge of authors and types of literature.
- Assist with collection development and maintenance such as inventory, shelving and shelf reading by approved library filing techniques and the Dewey Decimal system weeding of library materials based on NPL Collection Development policies and guidelines.
- Answer directional questions and refer patrons to appropriate staff member(s).
- Provide reference, information, readers' advisory, referral services, and interpretation of policies to patrons.
- Arrange returned materials on book carts and re-shelve them in proper order.
- Perform circulation desk procedures including but not limited to manual processes and computerized checking in and checking out library materials, retrieve library materials from book drops, registration of patrons, placing and supplying holds, entering magazine holdings, changing status of barcodes, printing lists, searching and informing patrons of messages, overdues, and manage book drop and collecting money for fines and other library monetary transactions.
- Prepare, repair, or recondition library materials.
- Provide advisory services and bibliographic instruction.
- Provide basic instruction to patrons on specified equipment, library software and databases.
- Request interlibrary loan materials and maintains interlibrary loan files.
- Actively participate in continuing education efforts.
- Assist with opening and closing, and follow safety and emergency procedures.

- Assist with physical appearance of service areas and maintenance of building, advising Director of needed actions and performing routine custodial functions when no custodian is present.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to be courteous to coworkers, work effectively in shared workspace, value diverse work styles, accept and give constructive criticism in a positive manner and be sensitive to personal habits that impact coworkers.
- Ability to calculate basic arithmetic problems (addition, subtraction, multiplication and division) without the aid of a calculator.
- Ability to carry out assignments independently, and effectively evaluate or make independent decisions based upon experience, knowledge or training, without supervision.
- Ability to create a welcoming environment for public and staff.
- Ability to develop a working understanding of current library record keeping and filing systems.
- Ability to read, write and speak effectively.
- Ability to sort efficiently in alphabetic or number order, and to develop a working understanding of the Dewey Decimal system of library materials arrangements.
- Ability to understand and perform routine library procedures.

EQUIPMENT USED:

- Computers, calculator, copy machine, cash register, telephone, microfilm/fiche reader/printers/scanners, audio-visual equipment, book trucks (carts) for transporting materials to proper areas for re-shelving.

EDUCATION AND EXPERIENCE:

- Education equivalent to sophomore in high school, and a minimum 16 years of age.
- High School Diploma or GED preferred.

MENTAL AND PHYSICAL ABILITIES:

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; sit, walk, use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee may on rare occasion lift and/or move by pushing or pulling up to 50 pounds. Must be able to have physical stamina to provide active service to patrons during workdays of up to eight hours. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Stressful situations may occur when dealing with the public. Must be able to work flexible hours.

The undersigned certify that this Job Description has been reviewed and is understood.

EMPLOYEE_____ DATE_____

LIBRARY DIRECTOR_____ DATE_____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.