

LIBRARY AIDE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing a variety of routine tasks in a school library, such as checking books in and out and assisting children in the use of library equipment and facilities. Work is performed under direct supervision of a School Librarian or school administrator. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Checks books, magazines and other materials out when they are borrowed; checks books, magazines and other materials in when they are returned;

Records, numbers, stamps and prepares new books, magazines and other materials for use in the library;

Inputs new books and materials into the library system, including entering into computer catalog, appropriate stickering and protective covering;

Shelves returned books, magazines and other materials;

Catalogs, indexes, files, and discards books, magazines and other materials, as directed;

Assists students and teachers in library usage and locating books and materials;

Enters library user data and creates user records with identity barcodes;

Assists with preparing monthly library exhibits and displays of books and materials, as well as for bulletin boards;

Assists teachers with special projects by preparing materials, creating reserve carts or shelves, etc.;

Enters and updates data, using computers, relative to library records of books and materials, as well as borrowing and returns;

Produces and prints reports, overdue notices, etc., as needed;

Maintains supply inventory and keeps ongoing list of supplies needed;

Fills in at circulation desk, as needed;

Performs clerical tasks as needed, including typing, copying, etc.

May be assigned to maintain online calendar or post other library information online;

May issue, collect and maintain records for the use of audio-visual equipment;

Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Some knowledge of library materials, filing and shelving rules; ability to learn routine library tasks with attention to detail and accuracy; ability to communicate effectively with groups and individuals, both orally and in writing; ability to establish and maintain effective and professional working relationships with a variety of people including children and teenagers; basic ability to operate computers and audio-visual equipment; tact; courtesy.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a comparable diploma.

10/97; 5/07; 4/16

Competitive Class
[CR]