

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: LIBRARY ASSISTANT

SUMMARY DESCRIPTION

Under the direction of the Library Support Services Supervisor, perform a wide variety of general library duties; work in technical and/or public services to process materials and assist patrons with daily operational needs, such as processing, circulation, and shelving of library materials.

DISTINGUISHING CHARACTERISTICS

Incumbents in the Library Assistant classification perform a wide variety of routine library assignments. This level is distinguished from the Senior Library Assistant by the level of difficulty and complexity of duties performed. Incumbents at the Library Assistant level acquire specialized knowledge over time and work with increasing independence in applying this knowledge. The Senior Library Assistant is the experienced level of the Library Assistant series and, in comparison to the Library Assistant, incumbents perform a wide variety of moderately difficult to complex library duties in an assigned area such as Circulation, Technical Processing or Periodicals.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Provide service at the circulation desk including checking books and materials in and out using computer terminal; search computer databases for books to determine availability; place books and material on hold according to established procedures.
2. Assist students, staff and the public by answering questions on the use of various machines and location of materials; answer routine questions, provide information, and refer patrons to appropriate service points.
3. Provide services in library technical services area including, but not limited to, searching OCLC, copy cataloging, updating holdings information, and data entry; provide Library of Congress cataloging to library materials and enter in Integrated Library System (ILS).
4. Receive and process library materials; prepare books for circulation, including bibliographic verification or searching involving computerized techniques requiring accuracy and knowledge of library terms and bibliographic elements, editing, affixing bar codes and call numbers and dates and labels on books; notify requestors as necessary; mail overdue notices as needed.
5. Answer telephones, take messages and refer phone calls to appropriate personnel.
6. Register library patrons using computerized circulation system; explain department policies and procedures to library users; enforce library policies regarding materials, access and privileges.
7. Operate a variety of equipment including computer terminals, printers, photocopiers and microfilm reader, printer, and scanner.
8. Maintain library material in proper location; attend staging area and maintain an assigned area of the library.
9. Mend and repair print materials; dispose of damaged or outdated materials according to established procedures.
10. Train and provide work direction to student assistants; assist other library personnel as directed.
11. Open and close the library according to established procedures.
12. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Basic and fundamental role and operations of a library.
Basic circulation procedures and terminology.
Basic principles of locating materials in a Library.
Modern office practices, procedures and equipment.
Correct English grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Telephone techniques and etiquette.

Ability to:

Learn to use Integrated Library Systems (Sirsi/Dynix, Millenium, Voyager)
Learn and apply Library of Congress Classification System, OCLC, and cataloging rules.
Learn and apply Library practices, policies and procedures.
Operate a variety of equipment including computer terminal, printer, photocopier, and microfilm reader and printer.
Learn to operate new equipment and adapt to changing technology.
Provide assistance to students and staff in a tactful and courteous manner.
Perform routine clerical work.
Work effectively with others by practicing punctuality, respect, collaboration and communication.
Train and provide work direction to others.
Follow written and verbal instructions.
Plan and organize work to meet schedules and timelines.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school and one year of work experience dealing with the public and performing clerical tasks.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily indoors in a library and standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight on a regular basis; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; reaching overhead, above the shoulders and horizontally; manipulate objects and tools; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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Library Assistant - *Continued*

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