SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: LIBRARY ASSISTANT

BASIC FUNCTION:

Under the direction of the Library Clerical Supervisor, perform a variety of routine clerical duties in the college library; check out library materials to students, staff and patrons.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Library Assistant classification perform a wide variety of routine clerical assignments. The Senior Library Assistant is the experienced-level class of the Library Assistant series. Incumbents perform a wide variety of moderately difficult to complex clerical duties in an assigned area such as Circulation or Periodicals.

REPRESENTATIVE DUTIES:

Check books and materials in and out on computer; search computer database for books to determine availability; place books and materials on hold according to established procedures. ***E***

Assist patrons with various machines and location of materials; answer routine questions and provide information and direct patrons to reference librarians and others when necessary. ***E***

Receive and process library materials; prepare books for circulation including searching on-line, editing, affixing bar codes and call numbers and dates and labels on books; notify requestors as necessary; mail overdue notices as needed. ***E***

Answer telephones, take messages and transfer phone calls to appropriate personnel. ***E***

Register library patrons on computer; explain the policy for the library card. ***E***

Operate a variety of equipment including computer terminals, printers, copiers and microfilm reader and printer and scanner. ***E***

Maintain library materials in proper locations. ***E***

Clean and repair materials as directed; glue, relabel or tape books as needed. ***E***

Train and provide work direction to student assistants; assist other library personnel as directed.

Open and close the library according to established procedures as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Library filing rules.
Basic circulation policies, procedures and terminology.
Basic knowledge of Library of Congress Classification System and cataloging rules.
Modern office practices, procedures and equipment.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Telephone techniques and etiquette.

ABILITY TO:
Learn to operate a variety of equipment including computer terminal, printer, copier and microfilm reader and printer.
Provide assistance to students and staff in a tactful and courteous manner.
Learn library practices and procedures.
Learn the location of materials in the library.
Perform routine clerical work.
Type at 45 words net per minute from clear copy.
Work cooperatively with others.
Train and provide work direction to others.
Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of experience in a library environment.

WORKING CONDITIONS:

ENVIRONMENT:
Library and office environment.
Constant interruptions.

PHYSICAL ABILITIES:
Bending at the waist, kneeling or crouching.
Lifting light objects.
Dexterity of hands and fingers to operate computer terminals and standard office equipment.
Standing for extended periods of time.
Hearing and speaking to exchange information on the telephone or in person.
Carrying, pushing or pulling.
Reaching overhead, above the shoulders and horizontally.