

LIBRARY AIDE

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for performing a variety of non-professional tasks in a library such as reading to children, aiding patrons in the use of library equipment and facilities, and providing instruction on the use of computers and the internet. The duties of this class differ from clerical positions due to the primary emphasis on dealing directly with patrons either individually or in small groups with only a limited amount of clerical work performed. The work is performed under the direct supervision of the Librarian. Supervision may be exercised over the work of student helpers.

TYPICAL WORK ACTIVITIES:

1. Aids in yearly orientation of library use;
2. Assists patrons in use of library resources such as card catalog, reference materials, pamphlet files and magazines;
3. Assists in preparing and setting up library displays and bulletin boards;
4. Provides training to patrons on common software and internet services;
5. May issue and collect audio-visual equipment and reading materials and instructs students in their use;
6. Shelves returned books, records, magazines and other reference materials;
7. May keep daily records of circulation of library material;
8. Makes minor repairs to library material and equipment;
9. Assists in annual inventory and reads shelves;
10. May supervise and train student aides;
11. May be responsible for supervision of library in absence of Librarian;
12. May type and file catalog cards, correspondence, other reports and orders not requiring the services of a skilled typist;
13. May be required to keep records on activities;
14. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good general intelligence; ability to learn common technology associated with modern libraries, including computers and the internet; ability to establish good relationships with patrons and others; good clerical aptitude; interest in knowledge and reading materials; ability to acquire a working knowledge of library rules and procedures; ability to maintain discipline; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

NOTE: Work experience may be substituted on a year-for-year basis in lieu of a high school diploma up to a maximum of two (2) years.

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ADOPTED: 08/01/75

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08/24/87

04/14/89

07/07/10