

**LIBRARY ASSISTANT - ADL GR-6**

**BASIC FUNCTION**

To perform a wide range of clerical and paraprofessional/technical support tasks in an intermediate school library.

**CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Oversee and carry out circulation operations, including: check out books and materials; process returned materials and follow-up on related problems; maintain manual and computerized circulation card files and records; prepare overdue notices and bills for overdue and lost books; maintain related records and files; compile circulation statistics and prepare/assist in preparation of circulation operations reports.
- Supervise, assist and direct individual and groups of students in the library: monitor students' assignments/projects in the library; help students use library time effectively if no specific assignment is given; assist students in locating books and materials; provide a wide range of basic instruction in library organization and procedures, use of card catalog, general research, study and information retrieval skills, use of computer hardware and software, and the like; provide basic reference instruction and assistance to students; enforce established library rules and guidelines for proper conduct in order to maintain a quiet atmosphere, and initiate disciplinary action as necessary.
- Train and assist in supervising the daily activities of student library assistants and adult volunteers.
- Assist librarian in providing technical assistance to teachers, such as compiling materials for units, researching specific topics, and the like.
- Maintain reference index tables, shelve and reorder reference materials.
- Maintain special library collections, such as periodicals and microfiche files, vertical files, and the like.
- Provide clerical and technical support to the cataloging function: edit computerized cataloging records according to detailed procedures, making modifications as necessary for local requirements, referring unusual situations to senior library staff; file catalog cards; perform related filing tasks.
- Process acquisitions: prepare orders; check in books and materials, matching invoices and orders; perform related accounting and bookkeeping tasks; deal with vendors concerning availability, status of orders, and the like; compile acquisitions statistics and prepare related reports.
- Shelve books. Neaten library. Perform general maintenance of equipment.
- Assist in designing and putting up bulletin boards and other displays.
- Perform book processing tasks, such as typing catalog cards, book pockets, and spine labels; covering and stamping books; repairing damaged books, and the like.
- Perform similar clerical and technical support tasks in the library, such as photocopying various materials, assisting in compiling of bibliographies, and the like.
- Assist with a variety of special projects, such as compiling information for reports, converting to new operating systems, and the like.
- Assist in inventories of library collections, and perform similar clerical and technical support tasks associated with library operations.
- Open and close library, turning on and off lights and copiers, locking and unlocking doors.
- Other related duties as assigned.

**SUPERVISION RECEIVED**

Moderate to minimal supervision is received from the school librarian or library coordinator.

**MINIMUM QUALIFICATIONS**

Associate's degree plus two to three years of relevant experience, or a combination of 2 years of higher education and experience from which comparable knowledge and skills are acquired.

- Good general knowledge of library organization and systems, with some directly related circulation, reference and/or cataloging experience. Training or experience using computerized library information systems desirable.

- Ability to deal effectively with student and faculty library patrons, with relevant experience working with middle school age children desirable.
- Good reading, writing, math, and analytical/problem-solving skills.
- Good general office/clerical and organizational skills.
- Ability to train and direct the activities of others.

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This general outline illustrates the type of work which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.