

LIBRARY AIDE JOB DESCRIPTION

A 20 hour per week position with availability for Saturday and/or evening hours as necessary.

CIRCULATION:

- Check in library materials and process delivery
- Shelve library materials
- Assist in maintaining orderly collection in proper Dewey Decimal order
- Prepare new materials for shelf. Bar-coding, labeling and covering, obtain marc records if necessary.
- Provide assistance to volunteers on procedure and technology when necessary.

PATRON SERVICES:

- Oversee maintenance of library book displays.
- Provide computer and printer assistance.
- Assist in set up for various library events
- Assist patrons with ILL requests and reference questions.
- Organize and oversee Summer Reading Challenge Contest.
- Be familiar with access and use of: library email, website, overdrive program, and SALS patron online catalogue (PAC). Assist patrons in their use.

CLERICAL FUNCTIONS

- Collect materials from drop box
- Assist in use of copy and fax machine
- Monitor condition of public bulletin board
- Keep circulation desk in order and stocked with necessary materials.
- Where applicable maintain daily reckoning of cash drawer.
- Maintain pandemic sanitation procedures and guidelines.
- Participate in yearly staff education related to technology.

TECHNICAL SKILLS

- Knowledge of basic computer skills including word processing, image editing, graphics and social media.
- Basic use of mobile devices.

Amended December, 2020