

Bertha Bartlett Public Library
Library Aide I
Job Description

Overview

This entry level position would be filled by persons with some childcare, library or education experience, and/or undergraduate degree. Library Aide II, will check-out and check-in materials, shelve books and perform all other duties assigned by the director or the library board. In the absence of the director, or the assistant director, the aide will assist in covering all duties and responsibilities. The aid must know and enforce all policies and procedures set forth by the library board.

- I. Patron Service
 - a. Reader advisor
 - b. Reference
 - c. Research
 - d. Information
 - e. Interlibrary Loan
 - f. Circulation
 - i. Complete opening and closing procedures when appropriate, including computer setup
 - ii. Charge out materials, including renewals
 - iii. Check in materials, clean books, and materials
 - iv. Reshelve materials
 - v. Maintain borrower files
 - vi. Remind patrons of overdue materials, look for lost materials, and assist in regaining long overdue materials.
 - vii. Make calls for holds, run reports
 - viii. Maintain statistics requested during shift, including reference assistance
 - ix. Monitor or proctor testing areas
- II. Physical Plant
 - a. Maintain a clean, neat library
 - b. Keep books in correct order on the shelves
 - c. Make simple repairs, (with assistance) or check out damaged materials to repairs
 - d. Suggest any needed equipment
- III. Clerical Duties
 - a. Word processing as conditions warrant.
 - b. Prepare catalog records or assist with patron cards, spine labels.
- IV. Other Duties as assigned
 - a. All employees will have at least one secondary area of responsibility, which will be determined based on their strengths and skills
- V. This person will work the agreed upon hours, including Saturdays and Sundays on rotation, and assisting with the evening hours as assigned.