

Earlham Public Library

Assistant Librarian Job Description

Perform a wide variety of technical and clerical library work which may include circulation, physical/technical processing activities; and customer service/reference.

DISTINGUISHING CHARACTERISTICS

Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operational procedures and policies of the work unit.

Essential Functions

Assist patrons in obtaining library cards; enter, verify and update patron records, check out library materials to patrons; check in and prepare materials for return to the circulating collection; provide assistance to persons contacting the library. Photograph library cards, attach to online profiles, and file accordingly. Help passport agents to perform non-confidential duties, such as checking tracking numbers daily.

Receive and account for fines and other fees paid; process billings for items not returned.

Assist patrons in the use of copier, Internet, computers and other equipment; perform minor maintenance and repairs on equipment as required.

Instruct patrons in the use of the automated catalog and Dewey Decimal system; assist patrons in locating and using library resources and information; assist patrons in the use of their personal technology devices for these purposes.

Assist and interact with youth and their caregivers. Promote early literacy with positive interactions such as recommending books, toys and programs.

Keep the children's area picked up, and help patrons in the children's area find information.

Check in and maintain magazine inventory; prepare issues for patron checkout; file claims for missing issues as necessary.

Perform a variety of book repair duties including repairing bindings and loose pages, taping torn pages and replacing worn book jackets.

Receive and process reserve requests; maintain reserve records and notify patrons when materials are available.

Assist in developing and preparing programs and tours for patrons of all ages, also promotional materials including posters, displays, decorations, and bulletin boards.

Provide library outreach services; take requests from patrons and prepare materials for delivery.

Perform a variety of clerical and technical duties including searching, inputting and editing bibliographic, copy cataloging, holdings and other data onto computer system; typing and filing as requested.

Prepare books and audio-visual materials for public use; type and apply labels; cover book jackets with plastic covers; prepare interlibrary loan materials for outgoing and incoming mail

Assist with donated materials acquisition, collection order and maintenance routines.

Assist in opening and closing routines.

Display honest, trustworthy, and ethical behavior when dealing with internal and external customers.

Establish and maintain cooperative working relationships with those contacted in the course of work including library patrons.

Regular attendance that is punctual and dependable is required.

Perform related duties as assigned.

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Qualifications

Knowledge of:

Basic computer knowledge.

Basic library practices and procedures including alpha and numerical sequencing.

Materials and services available in public libraries.

Modern office methods, procedures and equipment.

Basic mathematical principles.

Ability to:

Learn standard library practices and procedures.

Remain responsive to the needs of library patrons.

Understand and follow oral and written instructions.

Work various shifts which may include days, evenings and weekends.

Assist library patrons in response to circulation, reference and related library questions.

Perform a variety of library technical and clerical work with speed and accuracy.

Adapt easily to changing circumstances and priorities.

Perform a variety of tasks simultaneously.

Communicate clearly and concisely, both orally and in writing.

Interact with library patrons with diplomacy and tact.

Supplemental Information

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

No experience is required. Some previous library experience is desirable.

Training:

Equivalent to the completion of the tenth grade.