Library Aide

DEFINITION:

Under the supervision of staff, faculty, or library assistant employee, a student usually performs all or part of the following duties:

(a) Performs clerical duties, such as filing in internal library work files; prepares books, journals, documents, manuscripts, and other material for shelves; records receipt of material; matches purchased items to the outstanding order file.

(b) Types letters, memos, lists, book labels, order requests and/or forms.

(c) Completes and sends out overdue notices, requests for vendor number and other forms.

(d) Answers the telephone and answers general informational questions.

(e) Performs routine searching of records, catalogs, or bibliographies.

(f) Shelves discharged material; keeps shelves in order; clears desks, tables, etc. of library materials.

(g) Charges and discharges items, including Reserve material.

(h) Searches for missing books and other library material.

(i) Performs simple binding and repair operations.

(j) Prepares material for sending outside the library and receives, unwraps, stamps, and routes incoming material.

(k) Files loose-leaf services.

(l) Runs library-related errands.

(m) Operates projectors, tape recorders, record players, microfilm machinery, terminals, and other library equipment.

(n) Performs related duties as assigned.
BASIC QUALIFICATIONS:

Previous library work experience or substantial experience in using a library or experience in a work setting dealing with the public or with computers or overall GPA of 4.00 or freshman honors standing.

QUALIFICATIONS FOR STARTING AT STEP B:

One year of comparable experience.