LIBRARY AIDE

GENERAL STATEMENT OF DUTIES: Provides routine non-professional guidance in the use of library facilities to individuals and groups in support of library services; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for performing a variety of non-professional tasks in a library such as reading to children and aiding customers in the use of library equipment and facilities. The duties of this class differ from clerical positions due to the primary emphasis on dealing directly with patrons either individually or in small groups with only a limited amount of clerical work performed. The work is performed under the direct supervision of the Librarian or Library Manager. Supervision may be exercised over the work of volunteers.

EXAMPLES OF WORK: (Illustrative only)

- Aides patrons in finding and using reference materials;
- Assists in preparing and setting up library displays and bulletin boards;
- Issues and collects audio-visual equipment and reading materials and instructs patrons in its use;
- Shelves returned books, records, magazines and other reference materials;
- Requisitions library and audio-visual materials as needed;
- Keeps daily records of circulation of library material;
- Makes minor repairs to library material and equipment;
- Assists in annual inventory and reads shelves;
- May supervise and train volunteers;
- May be responsible for supervision of library in absence of Librarian or Library Manager;
- May type and file catalog cards, correspondence, other reports and orders not requiring the services of a skilled typist.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:
Good general intelligence; ability to establish good relationships with patrons and others; good clerical aptitude; interest in knowledge and reading materials; ability to acquire a working knowledge of library rules and procedures; ability to maintain discipline; good moral character; neatness; accuracy; tact and courtesy; physical condition commensurate with the demands of the position.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from high school or possession of a high school equivalency diploma.