

LIBRARY ASSISTANT

DEFINITION

Under general supervision receives, processes, and circulates library instructional materials including both print and non-print resources; assists the library media specialist by performing a variety of technical and clerical functions vital to the library program of the District; provides information on the availability and uses of these library resources for students and staff using library software; supervises student access to library and computer-based resources including online programs; and performs related work as required.

EXAMPLES OF DUTIES

Operates, maintains, and supervises library program in the absence of library media specialist. *E*

Maintains and runs the circulation desk. *E*

Monitors and maintains acceptable student behavior conducive to learning. *E*

Performs a variety of independent clerical and technical work such as inputting statistical data, preparing reports, checking accuracy of cataloged materials, and updating databases in the computer system. *E*

Receives new materials and checks against purchase orders and established processing criteria. *E*

Trains and supervises students, part-time employees, and volunteers to assist in the library in a variety of detailed clerical and technical tasks. *E*

Monitors and maintains acceptable student behavior conducive to learning. *E*

Uses and provides general maintenance on computers and other library equipment. *E*

Imports copy cataloging into existing data bases as needed using appropriate MARC format. *E*

Composes memoranda, routine letters, and general correspondence independently and maintains files of purchase orders and other materials as required. *E*

Uses library information and communication technologies to assist students and staff in locating materials. *E*

Serves as a lead position and/or designates work assignments and schedules of other employees; and provides assistance to teachers and other District personnel regarding the availability and possible uses of library materials. *E*

EXAMPLES OF DUTIES (cont.)

Inspects condition of printed and non-print materials and makes repairs as required. *E*

Maintains the library shelf list and conducts a yearly inventory of all library resources and maintains appropriate records. *E*

Assists teachers and staff in scheduling time to use the library and understanding library procedures; attends meetings as required and assists with and sets up library meetings. *E*

Maintains MARC records and updates cataloging and copy information resulting from inventory. *E*

Maintains current reading program software such as Accelerated Reader, STAR, AR Book Guide, and the Lexile Framework for Reading and other reading software as require. *E*

Assists the library media specialist in helping students and/or teachers in locating desired library books using library software such as OPAC, on-line resources, and the Internet. *E*

Sends out fine notices and collects financial charges for lost materials or services as directed. *E*

Helps promote SSR (Sustained Silent Reading) throughout the school and provides reader advisories as needed. *E*

Assists the library media specialist with and/or maintains the library web site. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Basic use and maintenance of computers, printers, media equipment, and copy machines;
2. English usage, spelling, grammar, and punctuation;
3. Library procedures, terminology, and standard library practices;
4. Policies, procedures, and regulations of the District;
5. Basic math;
6. General needs and behavior of high school students;
7. General principles of supervision;
8. Complex record keeping; and
9. Basic instructional terminology and proper use of instructional materials; and
10. Computerized library system software programs, and cataloging procedures using MARC format, use of Internet and Microsoft Office or other word processing and spreadsheet programs.

Ability to:

1. Establish and maintain effective and positive communication with those contacted in the course of work;
2. Work with frequent interruptions while meeting deadlines;
3. Read fine print on the computer screen, library card annotations, and the printed page;
4. Learn to maintain and troubleshoot computers, printers, new computer programs, and other instructional and administrative equipment;
5. Compile and type comprehensive reports and correspondence;
6. Keyboard with accuracy to enter data, using library software;
7. Understand and carry out oral and written instructions;
8. Perform difficult, meticulous clerical work with speed and accuracy;
9. Understand the rules and policies of the school and District and apply them in a variety of situations;
10. Prepare and maintain complete and accurate records and reports;
11. Supervise or oversee the work of others;
12. Perform independently in the absence of a supervisor; and
13. Maintain work pace appropriate to given workload.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education; course work in library science and Library Technical Assistant Certificate is desirable.

EXPERIENCE

Experience in performing increasingly responsible and varied clerical or technical duties in a library media program with the ability to operate library information and communication technologies. Experience in working with high school students is desirable.

WORKING CONDITIONS

Environment:

Indoor work environment which may include exposure to dust, molds, and mildew; exposure to glue fumes and cleaning solvents as well as solvent-based inks, tapes, and solutions.

Physical Abilities:

Dexterity of hands and fingers to operate various standard office equipment; lifting heavy objects weighing up to 50 pounds; standing for extended periods of time; reaching overhead, above the shoulders, and horizontally; and bending at the waist.

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