

Library Assistant Gale Library, Newton, NH

Responsible to:

Library Director

Qualifications:

High School Diploma. Some college experience preferred.
Previous library experience preferred.
Basic knowledge of current computer and Internet applications.

Responsibilities:

- Provides friendly, consistent public service to patrons and community.
- Maintains positive public relations with patrons and community.
- Assists patrons with general use of library services, equipment and procedures.
- Monitors care and use of library materials, equipment and facility.
- Supports general operation of the library. Processes and completes tasks/projects as assigned.
- Understands and practices library policies and procedures.
- Maintains respect for patron confidentiality.

Duties:

The following list is intended to provide a general overview of regular duties performed by the Library Assistant.

- Helps to open and/or close library facility to include setting up/backing up computer network and computers.
- Performs circulation services such as checking in/out materials, organizing reserves, collecting and negotiating fines, renewing materials, keeping circulation statistics, resolving patron questions/concerns relating to circulation, registering new patrons, processing Interlibrary Loan requests, etc.
- Processes materials on a regular basis such as preparing new books and materials for circulation, entering/deleting material records, processes discarded materials, etc.
- Performs minor housekeeping duties such as emptying trash, wiping counters and dusting shelves.
- Performs clerical duties such as answering phones, filing, copying, faxing, data entry, keeping inventory lists, receiving deliveries, and maintaining bulletin boards, signs and displays.
- Assists patrons with equipment such as computers, Internet, and automated catalog.
- Assists patrons with locating materials. Retrieves items from shelves for patrons upon request.
- Shelves books and materials after checking them in. Checks bookdrop occasionally throughout day.
- Maintains integrity of collection by “reading” shelves. Resolves improperly shelved materials.
- Assists Library Director in weeding the collection using the assigned method and/or policy.
- Assists patrons with requests for information such as answering reference questions, locating materials for homework/projects, assisting with Internet searches; seeks help from other staff if necessary.
- Attends staff meetings upon reasonable notification.
- Enforces all library policies and procedures equally among patrons and staff.
- Participates in special projects and programs as assigned by the Library Director.
- Reports any concerns and/or problems to the Library Director.

Physical Requirements:

Lift and move boxes of library materials of weight up to 35 pounds for short distances.
Shelve books from the lowest shelf to a height of 72 inches.
Read and distinguish letters and numbers on spine labels, catalog cards and computer screens.

Accepted by the Gale Library Board of Trustees, April 13, 2000.

Amended on January 9, 2008

Amended on February 12, 2014

Amended on September 12, 2018