

JOB TITLE: LIBRARY ASSISTANT

Qualifications: Some High School

Reports to: Librarian

Job Summary:

The library assistant is responsible for overseeing basic functions of the library and for performing tasks assigned by the Librarian.

Duties and Responsibilities:

- ❖ Checks books in and out, shelves them when returned
- ❖ Assists the Librarian in keeping accurate circulation records
- ❖ Performs daily tasks including shelf reading, replacing worn labels
- ❖ Takes and records messages for the Librarian and book requests from patrons
- ❖ Processes new books
- ❖ Assists patrons and engages pleasantly
- ❖ Dusts and vacuums as necessary
- ❖ Any other tasks that the Librarian considers necessary

Approved November 14, 2024