LIBRARY ASSISTANT

Division | Instructional Services | Department | Learning Resources Center
---|---|---|---
Classification | Part-time | Revised | n/a
Supervisor | Director of Learning Resources | Position # | Job Class

Statement of Primary Purpose

The primary purpose of the Library Assistant position is to maintain the Library’s periodical collection, assist with circulation, reference and cataloging functions, and provide clerical support.

Classification

Part-time

Essential Functions and Responsibilities

1. Responsible for maintenance of periodical collection.
2. Responsible for assisting with cataloging and processing of new library materials.
3. Responsible for maintaining records of expenditures from library budget.
4. Responsible for updating list of names of people with overdue library materials.
5. Responsible for updating quarterly list of new materials added and sending information to the college webmaster to be included on the LRC webpage.
6. Responsible for supervising LRC three evenings per week.
7. Responsible for typing reports and correspondence.
8. Responsible for assisting students with reference searches and location of materials.
9. Responsible for assisting with circulation of library materials.
10. Responsible for assisting LRC Director with collection development by making recommendations for purchases and deletions.

Additional Duties and Responsibilities

Other duties as assigned.

Minimum Qualifications

<table>
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<tr>
<th>Education</th>
<th>Bachelor’s degree from an accredited institution of higher education.</th>
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<tbody>
<tr>
<td>Knowledge and Skills</td>
<td>Knowledge of library automation and information technology systems. Demonstrate communication, interpersonal, and organizational skills. Knowledge of research methods and basic computer skills</td>
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<td>Physical Demands</td>
<td>The greatest effort is the handling of boxes of books, shifting books and magazines on the shelves, and some moving of audiovisual equipment. Lifting could amount to 40-50 lbs.</td>
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<td>Licensing Requirement</td>
<td>No license or certification is required.</td>
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<td>Working Conditions and Environment</td>
<td>(i.e., necessary travel, unusual work hours, unusual environmental conditions, etc.)</td>
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<td>LIBRARY ASSISTANT</td>
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<tr>
<td><strong>Division</strong></td>
<td>Instructional Services</td>
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</table>

The Learning Resources Center is a spacious, well-lighted building with adequate office space.

**Equipment Operation**

Routine office/computer equipment.

This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.