

# **Library Assistant 1**

**Revision Date:** March, 2006

**Classification:** Library Assistant 1

**Unit:** AESES

**Hay Point Range:** 112-142

## **CHARACTER OF THE JOB**

This is the entry level for Library Assistants at which routine library/ clerical tasks of a repetitive nature are performed and interaction with the public is expected. Positions require the application of keyboarding skills and/or well- established procedures. Once training is completed, incumbents are expected to perform with general supervision. The supervision of other employees is not a requirement at this level; however, incumbents may be required to assist in the introductory training of new employees hired to positions at the same level and may direct the work of other library assistants at the same level working evenings and weekends. Some positions require evening and/or weekend shifts under variable supervision. These positions perform opening and closing procedures including locking library premises at the end of the shift. Incumbents are expected to perform any duties performed by Library Shelves as required to support the activities of the unit.

## **CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

### **Duties applicable to both public and technical services:**

- Provides circulation services to borrowers, including automated and manual procedures.
- Answers routine telephone and counter inquiries, referring more complex queries to a senior staff member.
- Instructs library users in the basic use of equipment such as computers, microform reader, audiovisual equipment, photocopier, laser printer, fax machine, 3M self-check, scanner, etc. and performs routine servicing.
- Instructs library users in the basic use of the Integrated Library System.
- Deals tactfully with patrons stopped by security system, referring any cases of theft and/or vandalism to a senior staff member.
- Collects and may assist with the processing library materials for binding. May assist with basic in-house repair procedures.
- Performs processing and distribution of library materials.
- Collects, receives and sends materials for interlibrary or inter unit loans.
- Assists with data entry/retrieval using basic keyboarding skills.
- Accepts payments, credits borrowers' accounts and issues receipts for fines and services. Handles change float.

# Library Assistant Study Guide

**National Learning Corporation**

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## **Library Assistant Study Guide:**

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test by allowing you to take practice exams in the subjects you need to study It provides hundreds of questions and answers in the areas that will likely be covered on your upcoming exam including but not limited to fundamentals of working in a library public contact principles and practices office record keeping name and number checking and more The Library Assistant's Manual Theodore Wesley Koch,1913 **The Library Assistant** ,1903 Vols 1 18 34 40 include 4th 30th 45th 51st 1898 99 1924 25 1940 46 reports of the Association of Assistant Librarians Vols 19 33 have 31st 44th 1925 26 1939 reports as separately paged appendices or supplements Library Technician ,2018 **Library Development Assistant** National Learning Corporation,2014 The Library Development Assistant Passbook R prepares you for your test by allowing you to take practice exams in the subjects you need to study It provides hundreds of questions and answers in the areas that will likely be covered on your upcoming exam including but not limited to understanding interpreting and preparing written and tabular material budgeting principles of fundraising and marketing and more **ASSISTANT LIBRARY DIRECTOR** National Learning Corporation,2019 **The Library Assistant's Manual** F. John Chirgwin,Phyllis Oldfield,1993 List of abbreviations Public libraries National and academic libraries Special libraries and information centres Organizations and control Acquisitions and stock records Classification and cataloguing Good housekeeping Lending procedures Multi media and information technology Enquiries and reference material Office practice *Assistant Library Director (C-1108)* National Learning Corporation,2018-11 The Assistant Library Director Passbook R prepares you for your test by allowing you to take practice exams in the subjects you need to study

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