

# **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

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## **Table of Contents Library Assistant Study Guide**

1. Understanding the eBook Library Assistant Study Guide
  - The Rise of Digital Reading Library Assistant Study Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Library Assistant Study Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Library Assistant Study Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Library Assistant Study Guide
  - Personalized Recommendations
  - Library Assistant Study Guide User Reviews and Ratings
  - Library Assistant Study Guide and Bestseller Lists

5. Accessing Library Assistant Study Guide Free and Paid eBooks
  - Library Assistant Study Guide Public Domain eBooks
  - Library Assistant Study Guide eBook Subscription Services
  - Library Assistant Study Guide Budget-Friendly Options
6. Navigating Library Assistant Study Guide eBook Formats
  - ePub, PDF, MOBI, and More
  - Library Assistant Study Guide Compatibility with Devices
  - Library Assistant Study Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Library Assistant Study Guide
  - Highlighting and Note-Taking Library Assistant Study Guide
  - Interactive Elements Library Assistant Study Guide
8. Staying Engaged with Library Assistant Study Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Library Assistant Study Guide
9. Balancing eBooks and Physical Books Library Assistant Study Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Library Assistant Study Guide
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Library Assistant Study Guide
  - Setting Reading Goals Library Assistant Study Guide
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Library Assistant Study Guide
  - Fact-Checking eBook Content of Library Assistant Study Guide
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

#### 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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