

Library Associate

Educational requirements:

High school diploma. Preference may be given to applicants with college credit and / or library experience.

Additional requirements:

Willing to learn fundamentals of library service and have ability to work cooperatively with staff members. Willing to become certified library support staff.

Must enjoy and work well with people of all ages

Must maintain confidentiality of patrons and staff

Must carry out policies of the library

Must enjoy reading

Must be dependable and trustworthy

Skills:

Basic clerical skills, computer knowledge and keyboard skills, attention to detail, information organization, reading comprehension, numerical ordering, oral expression, service orientation, active listening, oral comprehension, written comprehension, typing skills

Duties:

Shelve library materials

Check in and check out materials

Perform daily routine tasks relating to library service – answer phone, file documents, accept and record memorial donations, process overdue materials

Count and record statistics

Carry out interlibrary loan and reference questions, taking time to interview each patron tactfully and thoroughly, and complete each form carefully, referring more difficult questions of other staff members if unable to answer

Enter data on computers - material and patron data – some cataloging and registering patrons

Explain library services and circulation procedures, and issue library cards

Assist with processing new materials for circulation (cover, stamp, bar code, label, keep records of materials on order, process reserves, etc.)

Delete discarded material records from circulation system and SILO

Be willing to assist staff with library programs

Assist patrons with computers, copy machine, reader-printer, electronic card catalog, genealogy research requests, and other needs relating to library service

Maintain clean, neat, well-organized appearance of library (cleaning)

Shared responsibility of mailing items, including interlibrary loan materials

Pick up mail at post office and van delivery (some boxes may be heavy)

Make suggestions for book selections

Schedule meeting room (set-up, clean-up, key delivery, etc.)

Assist with genealogy questions and research
Be willing to attend classes pertaining to library service
Implement “Books for Newborns” program
Set up bulletin board and special library displays
Repair books and library materials as needed
Participate in inventory
Proctor exams
Assist with summer reading program and other special programs
Fill SILO requests and return interlibrary loans
Perform reserve requests
Keep “New” cart current
Perform duties as assigned by the director

Additional helpful information – the nature of the library associate’s work – work environment and physical demands:

Need the following skills:

Information organization, reading comprehension, detail orientation, informational and numerical ordering, mathematical skills (i.e. addition, multiplication, subtraction, and division), oral expression, near vision and ability to adjust focus, service orientation, active listening, oral comprehension, written comprehension, computer understanding, and typing skills.

Interacting with others:

Ability to communicate with persons inside and outside the organization, assist and care for others, work with the public, maintain confidentiality, keep a neat personal appearance, be emotionally stable, have a pleasing manner, and demonstrate polite telephone skills.

Physical work conditions:

Usually indoors – sitting, bending, or twisting the body, using hands on objects, reaching, using hand tools, operating controls, cleaning, carrying, and lifting (may be as much as 45 pounds.) Requires the ability to read both print and electronic text.

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Approved by the Guttenberg Public Library Board of Trustees 12-23-2014.
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