

Guttenberg Public Library

Library Aide

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.

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

Good computer skills

Attention to details

Duties:

Shelve library materials

Check in and check out materials

Perform daily routine tasks relating to library service

Be willing to assist staff with library programs

Assist patrons with computers, copy machine, reader-printer, electronic card catalog, 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 patrons with simple reference questions, referring more difficult questions to certified librarians

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

Perform duties as assigned by the director

Additional helpful information – the nature of the library aide’s work

Assist the librarians by helping readers in the use of library catalogs, and help to locate books and other materials such as microfilm or genealogy files. Compile records, sort and shelve books and materials, repair damaged books, register patrons, answer the telephone, check materials in and out of the circulation. Replace materials in shelving area or files.

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, polite telephone skills, computer understanding, and typing skills.

Interacting with others:

Communicating with persons inside and outside the organization, assisting and caring for others, working with the public, maintaining confidentiality.

Physical work conditions:

Usually indoors – sitting, bending, or twisting the body, using hands on objects, using hand tools, operating controls, standing, cleaning, walking, climbing, crawling, crouching, carrying, and lifting (may be as much as 45 pounds.)

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