

Kimberly-Little Chute Public Library

Position Description

TITLE: Library Assistant
REPORTS TO: Library Supervisors
VILLAGE PAY GRADE: Non-Supervisory Permanent Part-Time Wage Schedule

Position Summary

The Library Assistants conduct the day to day business (e.g. checking materials in and out, assisting patrons, processing materials, shelving materials, etc.) of the Kimberly-Little Chute Public Library. The Library Assistants are supervised by the Library Supervisors and are responsible for regularly reporting to the Library Supervisors.

Specific Duties

- A. Uses Innovative Interfaces Sierra Integrated Library System to conduct library business.
 1. Checks materials in and out.
 2. Registers new library patrons and maintains the patron database.
 3. Charges and collects fines for overdue materials; processes bills for delinquent accounts and manages the system of overdue notifications.
 4. Places holds for materials on behalf of patrons; contacts patrons when requested materials arrive.
 5. Prepares materials for delivery to other libraries and processes materials received from other libraries for our patrons.
 6. Responds to daily and monthly reports as assigned by the Library Director.
- B. Assists with the maintenance and development of library collections.
 1. Processes new library materials of all types and maintains database of collections.
 2. Shelves library materials and helps to maintain order of the collections.
 3. Recommends materials for purchase.
 4. Assists with the maintenance of the collections via regular examination, weeding, and mending of damaged materials, as needed.
 5. Evaluates donated materials for inclusion in the library collections or for addition to the ongoing book sale.
 6. Inventories collections, as needed.
- C. Provides assistance in the use of the library and its resources by the public.
 1. Answers reference questions and assists patrons with finding desired materials; provides readers' advisory assistance, as needed.
 2. Requests materials via interlibrary loan for items not found in InfoSoup; responds to requests for our materials from libraries outside of InfoSoup.
 3. Assists patrons with basic use of InfoSoup, public Internet computers, and SAM sign-up computers.

4. Maintains lists of best sellers; prepares bibliographies and lists of materials, as needed.
 5. Assists in the maintenance of good public relations.
- D. Other duties as assigned or required, including, but not limited to, the following:
1. Assists with youth services programs and summer reading programs, as needed.
 2. Assists with the collection of library use and programming statistics.
 3. Delivers materials to homebound patrons, as needed.
 4. Coordinates library displays of materials and community collections in display cases.
 5. Participates in the creation of podcasts and vodcasts promoting library services, programs, and collections.
 6. Assists with special projects as assigned by the Library Director.
 7. Participates in regular staff meetings and other training opportunities as assigned by the Library Director.

Desirable Background

Knowledge of Innovative Interfaces Sierra Integrated Library System.

Experience working in a public or school library setting.

Requirements

A high school diploma.

Knowledge of computers, word processing, spreadsheets, and electronic information resources including the Internet.

Ability to follow detailed instructions; ability to interpret and apply technical instructions.

Ability to communicate effectively orally and in writing.

Ability to work independently, organize and prioritize work, respond to varied/changing work demands, and make decisions as required.

Ability to sustain prolonged visual concentration and keyboarding activity.

Ability to maintain and foster cooperative and courteous working relationships with the public, peers, Library Director, and staff of other InfoSoup libraries.

Possession of a valid Wisconsin driver's license, means of transportation, and willingness to travel to local and state-level meetings.

Ability to lift and carry 30 pounds and maneuver a fully loaded book cart.