

MANUAL Student Employment Office Office of Career Services	SECTION Student Job Description			PAGE 1 / 2 REVISIED
SUBJECT Library Aide	RANK x242	GROUP II	CBC	PHYSICAL

DEFINITION:

Under the supervision of staff, faculty, or library assistant employee, a student usually performs all or part of the following duties:

- (a) Performs clerical duties, such as filing in internal library work files; prepares books, journals, documents, manuscripts, and other material for shelves; records receipt of material; matches purchased items to the outstanding order file.
- (b) Types letters, memos, lists, book labels, order requests and/or forms.
- (c) Completes and sends out overdue notices, requests for vendor number and other forms.
- (d) Answers the telephone and answers general informational questions.
- (e) Performs routine searching of records, catalogs, or bibliographies.
- (f) Shelves discharged material; keeps shelves in order; clears desks, tables, etc. of library materials.
- (g) Charges and discharges items, including Reserve material.
- (h) Searches for missing books and other library material.
- (i) Performs simple binding and repair operations.
- (j) Prepares material for sending outside the library and receives, unwraps, stamps, and routes incoming material.
- (k) Files loose-leaf services.
- (l) Runs library-related errands.
- (m) Operates projectors, tape recorders, record players, microfilm machinery, terminals, and other library equipment.
- (n) Performs related duties as assigned.

MANUAL Student Employment Office Office of Student Financial Aid	SECTION Student Job Description			PAGE 2 / 2 <hr/> REVISED
SUBJECT <i>Library Aide</i>	RANK x242	GROUP II	CBC	PHYSICAL

BASIC QUALIFICATIONS:

Previous library work experience or substantial experience in using a library or experience in a work setting dealing with the public or with computers or overall GPA of 4.00 or freshman honors standing.

QUALIFICATIONS FOR STARTING AT STEP B:

One year of comparable experience.