# Library Aide

**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 phone enquiries.

(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 outgoing shipments and receives, unwraps, stamps, and routes incoming material.

(k) Files library material.

(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.
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**BASIC QUALIFICATIONS:**

Previous library work experience, substantial experience in using a library, experience in a work setting dealing with customers and computers or overall GPA of 3.00.

**QUALIFICATIONS FOR STARTING AT STEP B:**

One (1) year of comparable experience.