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; preparing books, journals, documents, manuscripts, and other material for shelves; recording receipt of material; matching purchased items to the outstanding order file.

(b) Types letters, memos, lists, book labels, order requests, and forms.

(c) Completes and sends out overdue notices, requests for vendor numbers, and other forms.

(d) Answers phone inquiries.

(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) Carries out additional tasks as needed.
Library Aide

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.

LEARNING OUTCOMES*:

- Identify areas for continual growth while pursuing and applying feedback
- Understand the importance of and demonstrate verbal, written, and non-verbal/body language abilities.
- Communicate in a clear and organized manner so that others can effectively understand.
- Frame communication with respect to the diversity of learning styles, varied individual communication abilities, and cultural differences.
- Promptly inform relevant others when needing guidance with assigned tasks.
- Proactively anticipate needs and prioritize action steps.
- Multi-task well in a fast-paced environment.
- Demonstrate flexibility by adapting to diverse environments.
- Advocate for inclusion, equitable practices, justice, and empowerment for historically marginalized communities.
- Act equitably with integrity and accountability to self, others, and the organization.
- Demonstrate dependability.
- Prioritize and complete tasks to accomplish organizational goals.
- Consistently meet or exceed goals and expectations.
- Have attention to detail, resulting in few, if any, errors in their work.
- Show a high level of dedication toward doing a good job.
- Listen carefully to others, taking time to understand and ask appropriate questions without interrupting.
- Be accountable for individual and team responsibilities and deliverables.
- Collaborate with others to achieve common goals.
- Identify appropriate technology for completing specific tasks.
- Navigate change and be open to learning new technologies.

*Learning outcome descriptions from the National Association of Colleges and Employers (NACE).