

LIBRARY AIDE

MINIMUM QUALIFICATION:

1. Graduation from high school or possession of a New York State high school equivalency diploma; OR
2. One (1) year full-time paid, or its part-time equivalent, library work experience which involved assisting patrons locate and use materials and in shelving books.

DISTINGUISHING FEATURES OF THE CLASS: This position exists either in a school district or public library and involves responsibility to perform a variety of non-technical support tasks under direct supervision. The work consists mainly of assisting patrons or students in getting books, publications, records or in using resources and issuing or shelving books with only a limited amount of clerical work involved. Supervision may be exercised over the activities of pages or volunteer help. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Aids patrons or students in finding and using reference materials;
Aids the Librarian in preparing and setting up library displays and bulletin boards;
Shelves returned books, periodicals and other library materials;
Maintains simple records of circulation of library materials;
Makes minor repairs to library material and equipment such as gluing circulation slip holders in book covers, mending pages with tape, etc.;
May train and supervise pages and volunteer help;
May be responsible for supervision of library in the absence of the Librarian;
May type and file catalog cards, reports and orders not requiring the services of a skilled typist;
Files cards, purchase orders, etc.;
Sends overdue notices;
May operate photocopy machine.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good general intelligence; ability to establish satisfactory relationships with adults and children using the library; ability to acquire a working knowledge of library rules and procedures; ability to maintain library room discipline; ability to shelve books and other reference materials; accuracy; tact and courtesy; physical condition commensurate with the demands of the position.

ADOPTED: FEBRUARY 28, 2018

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE