

## Metro Kalyn Community Library

### Appendix B2

#### **Metro Kalyn Community Library Policy Handbook**

Index Code: B-4

Category: Personnel

Topic: Job Description-Assistant to the Library Manager

#### **ASSISTANT TO THE LIBRARY MANAGER**

1. Assistant to the Library Manager will be responsible for opening the Library to the public during specified Library hours.
2. Assistant to the Library Manager must be at the Library during the time that the Library is open to the public.
3. Assistant to the Library Manager will be in responsible for locking the Library after closing time.
4. Assistant to the Library Manager will be in charge of maintaining the circulation desk in that it runs efficiently in the following areas:
  - checking in and out books
  - placing all returned borrowed books back on the shelves as well as regularly keeping the shelves in alphabetical and numerical order
  - keeping accurate daily count of all library users daily.
  - organizing an effective method of handling all overdue books and outstanding fines- including the notification of patrons with overdue books
  - handling of new and renewed Library memberships
5. Assistant to the Library Manager will be directly responsible to the Library Manager and any duties assigned by Library Manager
6. Assistant to the Library Manager shall assist the Library Board in fund raising projects.
7. Assistant to the Library Manager shall attend any Library Board meeting that the Library Manager is unable to attend.
8. Assistant to the Library Manager along with the Library Manager and Board Members shall be responsible for public relations and interpreting the Library to the public. This includes making the public aware in any way possible, the materials and facilities the Library has to offer to the public.
9. Assistant to the Library Manager shall be willing and able to attend any workshops that the Library Board approves.
10. Assistant to the Library Manager shall implement Summer Reading Program in conjunction with NLLS.

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