

**Gibbons Public Library**  
**Library Assistant Job Description**

**Appendix "G" PP-d 02/10**  
**Revised June 2016**

**Qualifications**

- High School Diploma and a Library Operations Assistant Certificate or appropriate experience.
- Competent in the practices and procedures of a public library including knowledge of the Dewey Decimal System.
- Knowledge of the Polaris ILS is beneficial.
- Knowledge of a variety of electronic tools including: e-mail, online databases, electronic resources, web sites, etc.
- Knowledge of computers and other office equipment.
- Positive attitude and excellent communication skills.
- Demonstrated ability to work effectively independently and as part of a team.

**Summary of Responsibilities**

The Library Assistant will:

- Register patrons for library memberships and enter their information into the computer system.
- Operate the circulation desk by checking materials in and out.
- Collect fines, membership fees and other moneys owing
- Complete Interlibrary loans by:
  - o Placing requests for patrons.
  - o Packing and returning materials to the appropriate library.
  - o Receiving materials and filing patron requests.
- Provide basic troubleshooting of the computers and other technology including the printer, scanner and fax machine.
- Provide reference and reader's advisory services to patrons.
- Provide information for patrons about library programs and services.
- Discard weeded materials from the computer system at the request of the Library Manager.
- File returned library materials and complete shelf reading as needed.
- Assist with the annual library inventory.
- Help with library events including fundraisers.
- Occasional book mending and repair.
- Other tasks as assigned.