

TOWN OF TWO HILLS PUBLIC LIBRARY BOARD POLICY MANUAL

Category: Personnel
Policy Number: 501-C
Title: Job Description – Library Assistant

Policy Statement:

Library personnel shall be knowledgeable in library procedures.

Reports to: Alice Melnyk Public Library, Library Manager

Duties:

1. Become familiar with computer software (e.g. Polaris and Tracpac) in order to assist patrons with information searches and interlibrary loans.
2. Promote the library and its services.
3. Sell library memberships.
4. Assist with processing of incoming donated and new library materials.
5. Assist with van run. (collecting books to go out, processing them, processing incoming ordered books)
6. Shelve books.
7. Assist with decorating interior of building with seasonal decorations provided to fit library programming.
8. Develop attractive book displays and post important information on bulletin boards.
9. Repair books when needed or assist with weeding process if books are no longer suitable.
10. General library clean up to ensure neat appearance.
11. Assist library patrons with use of the internet and provide troubleshooting
12. Set up and/or maintain hardware and software.
13. Assist the library managers in the operation of the library.
14. Take computer courses as required by the library manager.

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Date Approved: March 11, 2015

Date to Review: March 18, 2023