

COUNTY OF THORHILD #7 LIBRARY BOARD POLICY MANUAL

Category: Personnel

Policy Number: 502

Title: Job Description for Library Assistant

Policy Statement: Library personnel shall be knowledgeable in library procedures.

Guidelines and Procedures:

Responsibilities:

1. Collection Development

- 1.1 Relate patron requests to library manager.
- 1.2 Suggest library materials as suggested by patrons or personal appraisal.
- 1.3 Alert library manager to items in the collection needing repair or replacement.
- 1.4 To assist with inventory every two to three years.
- 1.5 To add new items to the database.

2. Programs and Patron Services

- 2.1 To assist patrons in locating and using library materials and services.
- 2.2 To carry out circulation services to the patrons: checking books in and out of the library, levying overdue book fines accordingly, reshelving books, and keeping shelves clean and tidy.
- 2.3 Suggest/help plan and carry out appropriate library related programming for all ages.
- 2.4 To maintain an active public relations program in conjunction with the library manager and the board
- 2.5 Assist in the maintenance of records of library activities, both statistical and descriptive.
- 2.6 To process interlibrary loans.
- 2.7 Any other duties assigned by the library manager or the board.

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Library Assistant