

Library Assistant Job Duties/Tasks

Constant/Daily

- Lend, collect, sort and reshelv books, DvD's, periodicals and other materials.
- Accepted materials are to be inspected for damage and process fines for lost or damaged materials.
- Instruct patrons on how to use reference sources, and basic computer literacy uses like connecting to the internet or using Microsoft Word.
- Enter and update existing patron's records in KOHA when necessary and register new patrons and issue library cards.
- Locate library materials for patrons.
- Perform clerical duties such as sorting mail, answering phones, photocopying, sorting and returning courier labels.
- Always inform Library Director of any issue or changes that may arise in the course of normal duties.
- Open and close library following normal business hours, secure library equipment and deal with problem or disruptive patrons, or refer them to Library Director or proper authorities.
- Provide assistance to library director in the maintenance of collections of books, periodicals, digital media and other library material.
- Place items in courier containers as requested by the hold list, attach courier address labels, and place in courier basket to await pickup.
- More duties as assigned

Weekly

- Operate, maintain, and update library outreach sites such as library website and Facebook page under supervision of Library Director.
- Notify Director of items donated to library.
- Retrieve items from drop box and shelve them or return them to home libraries. (3x a week).
- Repair books, DvD's and/or DvD cases if able.
- Tally Stats on Library Statistics page.
- More duties as assigned

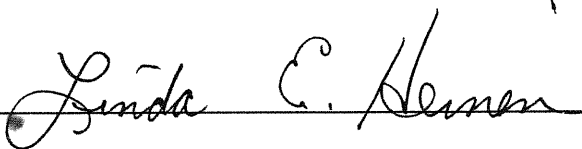
Monthly

- Assist in preparation of book displays
- If requested, assist Library Director with planning of Summer Reading.
- If requested, assist Library Director with planning of Hometown Christmas.
- Assist (if possible) the acquisition of local artists to display in the library.
- Tally monthly Courier stats.
- More duties as assigned

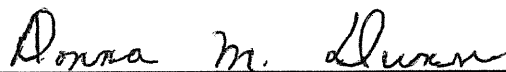
For time off and if a sub is required the director should be notified beforehand.

- 1) The Library Director is responsible for the operation, planning, and coordination of the Library.
- 2) The Library Director is responsible for the budget and all expenditures therein.
- 3) The Library Director is ultimately responsible for scheduling events and staff must obtain approval before any event is scheduled.
- 4) The Library Director is responsible for representing the library.
- 5) The staff is responsible for following the directives of the Library Director
- 6) The Library Director is responsible for all communication to the board, patrons, and community, and all communications to the aforementioned entities must be sent through the director or with approval of the director beforehand.


If you have any questions please feel free to ask the director!



Board President ^{VP}



Treasurer



Library Director