

## **Library Assistant**

### **Definition**

Under general supervision, assist Assistant Director with all aspects of circulation duties, performs advance clerical work, public service work, technical service work, request/interlibrary loan work, assists with aspects of processing interlibrary loans, services library patrons directly or indirectly and other library work as required. Cross-training and working in other departments is a requirement. This position requires complete confidentiality.

### **Essential Functions**

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Performs all aspects of opening and closing library and circulation desk;
- Greets, assists and refers patrons according to their needs;
- Checks in and out all library materials and collects appropriate fines for lost or damaged materials;
- Assists with processing incoming and outgoing interlibrary loan materials;
- Performs registration of new and updates patron records as needed;
- Maintains a working knowledge of NTAL's procedures;
- Answers incoming phone calls; makes referrals or takes messages as appropriate;
- Shelves, reads and straightens books and other circulating materials as necessary;
- Participates in continuing education activities to foster professional and personal development;
- Maintains a working knowledge of all circulating equipment and instructs borrowers on usage as necessary;
- Assists public in use of patron computers, printer and copier;
- Learns and complies with library policy;
- Makes recommendations for improvements in collection and services;
- Performs other related duties as required;