

## **LIBRARY AIDE**

### **Basic Functions**

1. Assist in performing the basic clerical and custodial operations of the library.
2. Send overdue notices, helps prepare displays, registers borrowers, mends books, shelves books, and possesses typing and filing skills for cataloging.
3. Assist patrons in locating materials.
4. Keep library materials in proper order and other duties as assigned by the head librarian/library director.

### **Special Requirements**

1. Neat and clean in appearance.
2. Communicate accurately, courteously, and quietly with staff and public.
3. Possess typing skills.
4. After orientation, demonstrate understanding of library policies.
5. Demonstrate enthusiasm for self-development.
6. Required to work scheduled hours. If the employee is unable to work the required scheduled hours, sufficient notice is required.