

## POSITION DESCRIPTION

Library Media Assistant

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**Position** ..... Library Media Assistant  
**Department/Site** ..... Language Arts & Library  
**FLSA** ..... Non-Exempt  
**Evaluated by** ..... Library Supervisor  
**Salary Range** ..... 21

### **Summary**

Performs recurring clerical library duties in a library.

### **Essential Duties and Responsibilities**

- Assists students with use of the library. Assists them to find materials, pointing out them to use resource guides. Illustrates use of card catalogs. Refers more difficult requests to a Library Media Technician or Librarian.
- Shelves new and returned materials (books, media, textbooks or periodicals) and enters into system.
- Mends and repairs book and non-book materials. Disposes of damaged or outdated materials according to established procedures.
- Affixes location labels on books. Observes the label and book for compatible title, author, and number. Places books in alpha-numeric order to assure efficient shelving.
- Enters location and related data for books onto a computerized data entry screen.
- Maintains a clean and orderly environment.
- Circulates, stores, and inventories books, periodicals, and audiovisual materials.
- Processes books, magazines, and periodicals for library use.
- Performs routine clerical and record keeping duties.
- Performs other duties as assigned that support the overall objective of the position.

### **Qualifications**

- **Knowledge and Skills**
  - Requires a basic knowledge of basic library methods, practices and terminology including use of library card catalog and basic reference sources.
  - Requires knowledge and understanding of the Dewey Decimal System of classification and the American Library Association rules for filing catalog cards.
  - Requires basic knowledge of automated carding systems and records.
  - Requires sufficient human relations skill to serve students' reading requests and to interact with staff and faculty.
- **Abilities**
  - Requires the ability to perform all of the duties of the position with only general supervision and support.
  - Requires the ability to follow detailed procedures such as standard library cataloging and filing rules. Must be able to maintain a well-organized and attractive library setting.
  - Must be able to apply and explain library rules, regulations and policies.
  - Requires the ability to deal courteously with library patrons.
  - Must be able to perform routine clerical and record keeping duties.

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#### **Physical Abilities**

- Requires ambulatory ability to sit, stand, kneel, stoop, reach and twist.
- Requires sufficient visual acuity to recognize letters and numbers; hand-arm-eye coordination to use a personal computer keyboard; ambulatory ability to walk, move carts, and reach to selves for placement of lightweight objects (less than 10 pounds); hearing and speech ability to carry on conversations in person and over the phone.
- May be required to work evenings and weekends and at off-campus locations.

#### **Education and Experience**

- A high school diploma, or the equivalent, and one year of library experience.

#### **Licenses and Certificates**

- May require a valid driver's license.

#### **Working Conditions**

- Work is performed indoors where minimal safety considerations exist.