

**TECUMSEH DISTRICT LIBRARY**  
**JOB DESCRIPTION: LIBRARY ASSISTANT**

**GOAL**

To support the Library mission by providing excellent service in a courteous, timely, and consistent manner while maintaining the policies and guidelines of the Library.

**GENERAL**

This is an hourly position. Position includes working some evenings and weekends, including both Saturday and Sunday.

Attendance at staff meetings is required. The employee will be paid for the time spent at any staff meeting occurring outside normally scheduled hours.

The Library Director directly supervises the employee. The employee must be able to work independently with a minimum of supervision.

The employee must be able to work with Library Staff and the general public in a courteous and business-like manner and in a cooperative team environment.

This position involves a great deal of interaction with the public. Its primary focus is circulation duties.

**JOB REQUIREMENTS**

The employee must have a high school diploma.

The employee must be committed to working evening and weekend hours, as scheduled.

The employee must be in good health, able to walk to all areas of the library and able to stand or walk up to 6 hours a day. The employee must have the visual acuity necessary to retrieve library materials from shelves or storage areas and the hearing ability to answer telephone and patron inquiries. The employee must have the physical ability to push/pull fully loaded book carts, to retrieve or place materials above shoulder or below knee level, and to lift/carry materials weighing up to 25 pounds.

Personal grooming and attire must be clean and appropriate for public business.

The employee must have basic skills in the use of computers and business machines.

The employee must have basic skills in the areas of keyboarding, filing, spelling, and math.

The employee must be detail-oriented with excellent interpersonal communication skills.

The employee must be able to prioritize tasks and to multi-task duties.

The employee must be willing to attend continuing education opportunities for Support Staff, as feasible. These opportunities are paid for by TDL.

## **CIRCULATION RESPONSIBILITIES**

Many circulation functions are performed using an automated circulation system and a cash register.

1. Check materials out and in from patron records.
2. Place checked-in items in correct order on appropriate carts for later shelving.
3. Add new patrons to the Registration File and delete patrons moving from the area, according to established procedure.
4. Place materials on reserve for patrons, and notify patrons of reserve material availability.
5. Assist patrons with resolution of fines and issues involving overdue, lost, or damaged materials.
6. Explain and interpret library policies and procedures to patrons.
7. Process and mail overdue notices.
8. Assist patrons in the location and use of library materials and equipment.
9. Maintain in-house circulation statistics and reports, as requested.
10. Shelf current books and Take-Read-Return paperbacks.
11. As needed, shelve materials in order according to the Dewey Decimal System, and assure that all materials are in their proper place.
12. As needed, empty the book drops at the curb three times daily.

## **ADMINISTRATIVE/CLERICAL/SUPERVISORY RESPONSIBILITIES**

1. Perform all opening and closing duties, including lights, computers, counting daily money to prepare the cash register, etc.
2. Assist in training new staff as assigned by the Library Director.
3. Document arrival of newspapers and periodicals, complete the initial processing of them, and shelve them correctly.
4. When the Administrative Assistant or Reference Desk Staff is gone or busy with another call, answer the telephone in a courteous, professional manner. Provide information about library hours, programs and services to the public. Transfer calls to appropriate staff members, as needed. Take accurate messages when staff members are not available.
5. Keep desks, work areas, and public areas of library clean and neat. Keep study areas picked up and clear of books and trash.

## **ADMINISTRATIVE/CLERICAL/SUPERVISORY RESPONSIBILITIES**

**(continued)**

## Library Assistant - Circulation

6. Schedule meeting rooms, according to established guidelines, as requested by patrons.
7. Rent or loan equipment to patrons.
8. Monitor condition of materials as they are checked in. Check out worn materials to Technical Services for mending.
9. Assist in the weeding and discarding of old, worn, outdated material based upon established guidelines.
10. Monitor circulation supplies and notify the Administrative Assistant when supplies run low and need to be reordered.
11. Post items on the community bulletin board, according to established guidelines.
12. Place donated materials received by patrons into the Work Room for the Technical Services Supervisor and the Friends Group to handle at a later date.
13. Notify the Supervisor of Technical Services, the Administrative Assistant and/or the Library Director of problems with computers or equipment.

### **REFERENCE SERVICE RESPONSIBILITIES**

1. Perform basic reference service, always putting the patron first before any paperwork or on-going projects. Greet all patrons in a professional, courteous manner and give them your full attention.
2. Ask questions in the form of a "Reference Interview" and use good judgement to determine the specific needs of the patron and to determine the best searching techniques to obtain answers.
3. As needed after an initial search attempt, confer with the professional staff on difficult questions.
4. Refer in-depth research to the professional staff.
5. Direct and personally assist patrons in the use of the online catalog (OPAC), reference materials, reference databases including the Interlibrary Loan database, the Internet, and other online resources to locate information. As needed, take them directly to the appropriate book stacks or AV shelving.
6. Assist with the development of adult programming and youth programming, as requested.
7. File new loose-leaf reference materials in their appropriate binders or folders.
8. Distribute handouts to the appropriate information display units.

## **Library Assistant - Circulation**

9. Perform opening and closing duties designated for this position, including lamps in the Adult Reading Areas and in the Historical Room, OPACs near the Reference Desk and in the Children's Area, reminding remaining patrons of the impending closing time, tucking in chairs, and clearing tables of books. Also right at closing time, check the Handicapped Bathroom and all the stacks for lingering patrons.
10. Maintain awareness and working knowledge of the Reference Collection, of current events, and popular culture.
11. Maintain in-house reference statistics.
12. Prepare lists, flyers, bookmarks, brochures, signs, etc., as requested.

### **TECHNICAL SERVICES RESPONSIBILITIES**

1. Assist in the cataloging and processing of new materials, using automated resources and established library procedures and guidelines.
2. Process materials, providing labels, barcodes, pockets, stamps, covers and cases for each item, as needed.
3. Mend materials using established library procedures and guidelines.
4. Enter interlibrary loan (ILL) requests from Tecumseh District Library patrons, and fill Michigan Auto-Graphics Consortium (which includes Woodlands Library Cooperative) member library requests per established library and Woodlands Library Cooperative guidelines.
5. Prepare ILL materials for transport, based on WLC schedule or for mailing via the U.S. Mail, as needed.
6. Notify patrons of ILL material arrival, according to established library procedures.
7. Check for ILL e-mail and respond as needed.
8. Maintain daily acquisition statistics and monthly ILL statistics, as requested.
9. Monitor Technical Services supplies and create a supply request for the Supervisor of Technical Service's approval. Then copy the order and corresponding catalog pages and give the original request and pages to the Administrative Assistant.

### **OTHER DUTIES as assigned by the Library Director**

**Other duties as requested by the Library Board and the Library Staff Members.**