

LIBRARY AIDE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for independently performing a variety of non-professional tasks in a School Library such as reading to children and aiding them in the use of library equipment and facilities. The duties of this class differ from clerical positions due to the primary emphasis on dealing directly with students either individually or in small groups with only limited amount of clerical work performed. Employees in this class will be required to frequently work in the absence of a professional Librarian. The work is performed under the general supervision of the School Librarian. Supervision may be exercised over the work of student helpers. Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Aids students in finding and using reference materials;

Prepares and sets up library displays and bulletin boards;

Shelves returned books, records, magazines and other reference materials;

Requisitions library and audiovisual materials as needed;

Keeps daily records of circulation of library material;

Makes minor repairs to library material and equipment;

Assists in annual inventory and stocks shelves;

May issue and collect audiovisual equipment and reading materials and instructs students in its use;

May supervise and train student helpers;

May be responsible for supervision of library in absence of Librarian;

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May type and file catalog cards, correspondence, other reports and orders not requiring the services of a skilled Typist.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good general intelligence; Ability to establish good relationships with children and others; Good clerical aptitude; Interest in knowledge and reading materials; Good knowledge of library rules and procedures; Ability to establish and maintain discipline; Ability to be depended upon to work independently; Neatness; Accuracy; Tact; and Courtesy.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma; or
- (B) Two (2) years of experience working in a Library; or
- (C) An equivalent combination of training and experience as defined in by the limits of (A) and (B).