

LIBRARY SERVICES ASSISTANT

Function of Job:

Under general supervision from a designated supervisor and with a focus on continuous improvement and customer service, to perform library work of limited to moderate complexity, requiring specific functional knowledge of library systems, standards, policies, and procedures, and the exercise of independent judgment within the scope of established operating procedures and guidelines.

Characteristic Duties and Responsibilities:

1. Provide information about library policies and procedures and general directional information regarding shelf locations of library materials; explain library policies and answer routine inquiries from students, faculty, staff, and the public.
2. Perform and monitor data input and output functions of the library's automated systems by creating temporary records, editing items; loading and/or checking bibliographic, authority, patron or invoice files; generate notices or reports from system, review, or verify data.
3. Maintain, review, update, and revise files, shelf lists, checklists, directories, records, training manuals, and information retrieval systems, as applicable; complete data bases, do routine verification of bibliographical references.
4. Contact vendors or other suppliers to discuss and order library materials, maintain appropriate records and statistics and handle cash, billing and invoices, as required.
5. Perform basic cataloging of a variety of materials for which there is available copy, including special collections, utilizing computer terminal for searching, evaluation and input of data.
6. Process and distribute a variety of library materials; prepare materials for circulation; issue and reserve books; review and process routine interlibrary loan requests; make recommendations concerning mending, binding, and shelving of books, periodicals, documents and/or other library materials and obtain reserve materials, as required.
7. Check in and out books, periodicals and other materials such as government publications, newspapers, serials and/or supervise use and circulation of materials.
8. Perform and/or supervise collection maintenance which includes shelving and shelf reading as assigned.
9. Generate reports and maintain statistics as required.
10. Direct, train, schedule work, and assist in hiring and evaluating staff/students within department, unit, or branch library as assigned.
11. Operate and perform routine maintenance on library equipment.
12. Responsible for library unit during evening hours or on weekends, as assigned.
13. Assist supervisor in implementing policies and procedures applicable to assigned work unit, recommend new work routines, and provide back-up for other staff as needed.
14. Maintain confidentiality in communicating sensitive information and in handling confidential materials.
15. Perform other related duties as assigned.

Minimum Acceptable Qualifications:

1. Associate's degree, plus one year of library work experience, or any combination of higher education and related work experience equal to three years.
2. Ability to establish and maintain effective working relationships with faculty, staff, students and the general public.
3. Keyboarding skills and computer skills such as word processing, e-mail, internet, spreadsheets, database management and software applications as required by department.
4. Ability to perform detailed work with accuracy and/or public service experience.

Additional Desirable Qualifications

Additional higher education, library work experience, and/or related work experience.

9/14/98
System Approval

9/14/98
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

Original approved 12/27/97