

**MONTGOMERY COUNTY GOVERNMENT  
ROCKVILLE, MARYLAND  
CLASS SPECIFICATION**

**Class Code: 001177  
Grade: 8  
FLSA: Non-Exempt**

**LIBRARY AIDE**

**DEFINITION OF CLASS:**

This is routine library support work in a library or library office setting. The work of this class consists of routine book handling/processing tasks associated with retrieving, selecting, scanning, recording, sorting, weeding, arranging, packaging, unpacking, shelving, arranging, and related library book processing work.

**MAJOR DUTIES:**

Employees in this class carry out a variety of routine library support tasks such as locating and pulling books from library shelves that are on a “hold” list, weeding out books from library shelves that have not been circulating or are in poor condition, scanning returned books in county’s automated circulation system, sorting library books by genre, routine processing of books in the interlibrary loan system, shelving books and other library materials by alphabetical/numerical or other codes/markings, and minor shifting of books to keep shelves neat and orderly.

**EXAMPLES OF DUTIES: (Illustrative Only)**

- Prints “hold”, Inter-Library Loan, cancelled and expired hold lists, as needed; locates and pulls books and other library materials listed on the daily lists; places on a cart for further processing or may, as directed, continue processing (i.e., entering data into computerized tracking, wrap and label books/materials for transmittal to requesting library or for pick up by requestor); processes Marina requests, cancelled and clean holds list; follows established process for marking library materials as used or missing.
- Assists in the circulation process by scanning returned books in the automated circulation system and placing scanned books on appropriate carts according to genre/coding.
- As directed, “weeds” shelved books from designated shelves based on the condition of the book and/or the level of circulation; processes books that are being removed/deleted from the collection.
- As directed, locates, and pulls books and other library materials for special projects/programs and/or displays.
- Sorts books and library materials on a pre-sorted cart and shelves those books/materials based on alphabetical, numerical, or other ordering systems.
- Assists central collection and/or cataloging staff with the routine processing of books (e.g., sorting/scanning books and labels and/or matching/recording routine pre-printed or computerized data).
- Rearranges books on shelves to ensure that the books are in proper order.
- As directed, shifts collections or sections of a collection when necessary to provide additional space and/or improve appearance and order.
- Unpacks and sorts daily delivery that comes to the branch; processes hold items through the integrated library system (ILS); shelves items in the holds area.
- Morning preparations for opening the library; retrieves items from book drop area and puts them into bins; gathers daily periodicals, stamps, and dates them; puts away previous day’s periodicals from display cases and replaces with current editions.
- As assigned, ensures technology items are ready for the public (laptops charged, paper in printers, etc.)
- Provides basic customer service; directs customers to the appropriate person for their inquiries. Assists with special projects. Performs related duties as required.

**SUPERVISORY CONTROLS:**

Employees follow detailed and specific instructions from the supervisor. All procedures and work sequences are established and followed without deviation by the employee. Work is subject to review in progress or in final to determine accuracy, timeliness, and adherence to instructions.

**SUPERVISION EXERCISED:** Employees in this classification do not supervise other positions.

**GUIDELINES:**

Employees apply clear and detailed guidelines regarding all aspects of the work, i.e., the location of different genres of books and materials in the library, the alphabetical/numerical and/or other coding systems in use in the library, and the computerized scanning process for returned books. Limited discernment is required in following clearly defined criteria from which the employee is not expected to deviate. The routine tasks performed are part of the circulation process that contributes to the availability of books to library patrons.

**COMPLEXITY:**

The complexity of this position is marked by locating and pulling library materials that are in the incorrect location, misrouted holds, and sorting materials into appropriate categories.

**SCOPE AND EFFECT:**

The work performed by this classification facilitates the work of other Library staff and indirect customer service by ensuring that materials are located and prepared for customer holds, preparing materials to be reshelfed, and performing other support functions that facilitate the smooth operations of the library and effective customer service

**CONTACTS:**

Employees have everyday contact with library departmental staff to receive or give information regarding routine matters.

**PUBLIC SERVICE /ASSISTANCE:**

Limited public service assistance to library patrons is required.

**HAZARDS:**

There is potential for some risk to be encountered by those employees working in the public areas of the library branch where the general public has open, unrestricted access.

**MINIMUM QUALIFICATIONS:**

**Education:** Ability to read and write in English. High School Diploma

**Experience:** No previous experience is required.

**Substitution:** N/A

**Equivalency:** None.

**Knowledge, Skills, and Abilities:**

***Advanced Knowledge of:***

- Computer and scanner usage;
- Basic mathematics.

- Customer service

***Skill In:***

- Communication.

***Ability to:***

- Ability to compile, to check, and to sort materials (in English) by readily recognized subject matter.
- Ability to match easily discernible data in order to check in returned library books and materials.
- Ability to discern alphabetical (English) and numerical coding and ordering system and different genres of books and materials in order to locate, sort, and/or shelve such materials within established production standards, as applicable.
- Ability to understand and follow routine and basic oral and written directions, and to complete work assignments in a timely manner.
- Ability to bend and stretch as needed to place books and materials on upper and lower shelves.

**Licenses, Registrations, Certifications, or Special Requirements: None**

**Work Environment:**

Work is typically performed within the library or library office environment which involves normal, everyday discomforts.

**Physical Demands:**

The work requires light physical effort involved in bending, crouching, stooping, stretching, and reaching to place or retrieve books from shelves and to push book carts weighing 60-70 pounds from place to place within the library. Ability to push carts weighing sixty (60) to seventy (70) pounds and to load, unload, and place books from cart to shelf.

**PROBATIONARY PERIOD:**

Individuals appointed to a position in this class will be required to serve a probationary period of six months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

**BARGAINING STATUS:** Positions assigned to this class are normally in the Office, Professional, and Technical (OPT) bargaining unit.

**MEDICAL PROTOCOL:** Medical History Review

**PROMOTION POTENTIAL:** There is no pre-defined vertical career ladder.

**CLASS SPECIFICATION HISTORY:**

**Class Established: January 2006**

**Revised: August 2013**

**March 2023 (M)**