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. Employees have everyday contact with library departmental staff in order to receive or give information regarding routine matters. Limited public service assistance to library patrons is required.

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

EXAMPLES OF DUTIES: (Illustrative Only)
- Locates and pulls books and other library materials listed on the daily “hold” list; 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).
- Assists circulation process by scanning returned books (generally during closed Branch hours) 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.
• 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 system.
• Assists central collection and/or cataloguing staff with 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 insure that the books are in proper order.
• As directed, shifts collections or sections of a collection when necessary to provide additional space and/or to improve appearance and order.
• Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:
• 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.

MINIMUM QUALIFICATIONS:
Experience: No previous experience is required.
Education: Ability to read and write in English.
Equivalency: None.
Physical Abilities: Ability to push carts weighing sixty (60) to seventy (70) pounds and to load, unload, and place books from cart to shelf.

LICENSE: None.

PROBATIONARY PERIOD STATEMENT:
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.

MEDICAL EXAM PROTOCOL: Medical History Review.

Class Established: January, 2006
Revised: August, 2013