
Student Library Aide

Department: Library
Report to: Shift supervisor or Library Director
FLSA Status: Exempt
Last Update: August 2022

POSITION SUMMARY

The person in this position is responsible for seeing that all material returned to the library is checked in and filed correctly back into the library shelves or other housing. They are also responsible for keeping the books, audio and visual material, and other library materials in correct order on the shelves so that when staff or patrons go to the area where the database indicates the material is to be found, it will be in its proper place.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Maintains Order of Materials within the Library

- Empties book drop on schedule
- Checks all materials in, making note of anything needing repair, missing parts, or needing to be cleaned. Follow procedures in taking care of any of these conditions.
- Return materials to the shelves in proper Dewey Decimal order.
- Shelf reads assigned areas and keeps shelves straightened.

Completes Other Assignments Relating to Library Efficiency

- Will be assigned miscellaneous tasks such as helping to process new materials or working on a bulletin board or other display
- Follows check-off sheet to make certain all tasks are completed. Turns check-off sheet in to supervisor at end of shift.
- Completes any additional tasks that Director or Supervisor may assign

Customer Service to Library Patrons

- Using the automated circulation / card catalog system, assists patrons in checking materials in and out, in reserving and renewing materials, and in payment of fines.
- Assists patrons in learning how to use the card catalog to locate materials in the library as well as walking them to the correct shelving area when necessary.
- Assists patrons in using the Internet, word processing program, electronic databases, and CD ROM programs.
- Follows established policy in dealing with Internet usage, checkout of materials, and behavior of patrons in the library.

Professional Development

- Attends all staff meetings for student aides
- Attends staff in-services twice a year

POSITION REQUIREMENTS

Experience: None required

Education / Certification: Must be enrolled as a student in public, private, or home school

Knowledge, Skills and Abilities: This position requires the ability to handle a frequently fast-paced position with numerous interruptions. Ability to use computers and electronic databases. Ability to accept change. Should possess good communication and public relations skills.

Working Conditions: No adverse working conditions exist. However, at times, particularly during summer reading events, this person will experience a very fast-paced, high activity environment. Will need to deal occasionally with disgruntled patrons.

Physical Requirements: Primarily an office setting. Requires the ability to sit at a desk for extended periods of time, ability to lift at least 30 lbs., to lift 5 lb. up to a height of 5'. Mobility and flexibility to stand, walk, bend, pull, push and perform similar body functions. Must have hand/eye coordination sufficient to operate office equipment as necessary; must be able to see for reading materials; ability to speak and hear both for personal and telephone contacts as well as for effective communications with patrons, staff and other cliental.

Duties listed are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement and is subject to change as the library's needs and requirements of the job change. The state of Kansas and city of Paola are at-will employment jurisdictions. The city is an equal opportunity employer. Applicants/employees with disability as defined in the Americans with Disabilities Act may request accommodation to perform the positions' functions. Requests should be directed to the Director of Human Resources.