**JOB TITLE: LIBRARY ASSISTANT**  **(Part-Time)**

**EDUCATIONAL REQUIREMENTS:** High school diploma or equivalent required. Additional education and/or experience in library science desirable. State librarian certification will be encouraged.

**ADDITIONAL REQUIREMENTS:**

--Ability to present a clean, neat appearance to the public.

--Ability to work within the confines of the policy and procedure of the Cresco Public

 Library and to adhere strictly at all times to the philosophy of the service of the library.

--An ability to interact with people of all ages, coupling this with the ability to provide quality reader guidance and reference assistance for each patron.

--An ability to work cooperatively with other staff members.

--An ability to adapt quickly to fluctuating workloads.

**GENERAL DUTIES:**

--Assist in all facets of library circulation including:

 READER GUIDANCE

 REFERERNCE SERVICE

 CHECKING IN/OUT MATERIALS

 RESHELVING MATERIALS

 COMPUTER HELP

--Assist patrons with interlibrary loan and reference requests, taking the time to interview each patron tactfully and thoroughly and to complete each form carefully.

--Schedule Program Room reservations.

--Assist entire staff in maintaining a neat, well-organized appearance in the library by re-shelving items as quickly as possible, straightening shelves, keeping tables neat, and, when possible, clutter to a minimum.

--Assist in materials processing procedures in order to make “shelf ready.”

--Assist in maintaining inventory of library supplies and in making supply needs known BEFORE items run out.

--Assist with maintaining and updating the computer sign-up sheet binder.

--Inform Director of any problem concerning the general operation of the library, policy,

 procedure, patron complaints, staffing concerns, etc.

**SHARED DUTIES:**

--Shared responsibility for processing interlibrary loan materials. AM and PM shifts.

--Shared responsibility maintaining a supply of all interlibrary loan forms and supplies.

--Shared responsibility of retrieving and delivering ILL items to the VAN at Notre Dame.

--Shared responsibility of taking mail to the Post Office on a regular basis.

--Shared responsibility for maintaining reserved materials.

--Shared responsibility for contacting patrons about “reserved” items on a daily basis. This includes items placed on hold and requests made through the Apollo Circulation system by patrons. AM and PM shifts.

**SPECIFIC DUTIES:**

--Responsibility for cataloging and shelving materials as assigned.

--Working cooperatively with other staff regarding item selection.

--Weeding library materials as directed.

--Responsibility for updating the patron database.

 --Enter new patron information into database on a regular basis.

 --Remove unused accounts periodically in order to comply with Iowa State Library Accreditation standards.

 --Record keeping of overdue items weekly; scanning shelves before printing notices, mailing notices, regular follow-up as needed via telephone, placing restrictions on accounts. Inform Director when unable to retrieve items by normal processes.

--Other duties as assigned.

--Duties subject to change.

Reviewed and Adopted 8/24/2018