

LIBRARY AIDE JOB DESCRIPTION

Hibbing Public Library

Primary function: Shelves books.

Tools/equipment: Computer, photocopier, microfilm reader printer.

Supervised by: Cataloging and Extension Technician

Responsibilities:

1. Sorts and shelves all books, magazines and audiovisual materials in the library.
2. Shelf reads all collections in the library.
3. Dusts shelves.
4. Assists with closing of the building in the evenings.
5. Assists with programming preparation, room set ups and events.
6. Searches and photocopies articles from Hibbing Daily Tribune for reference librarian.
7. Cleans toys and learning kits for children's department.
8. Looks for and retrieves materials from collections as requested by staff.
9. Assists with processing new materials.
10. Retrieves materials from basement for library users.
11. Directs library users to front desk staff and provides directional information to library users.
12. Works after school and evenings as required during the school year. Works during the day and evenings as required during the summer.
13. Performs other tasks as assigned.

Abilities:

1. Must be able to comprehend Dewey Decimal Classification system, and alphabetical system of shelving.
2. Ability to use computers, office and library equipment.
3. Ability to communicate effectively.
4. Ability to establish and maintain good relationships with the public, library staff and the library director.

Experience, education and training:

1. Must have completed eighth grade level of education.
2. Must be a student at a local high school or college (or equivalent).