

# Loutit District Library

## Job Description

**Job Title:** Library Aide

**Reports to:** Circulation Lead

**Job Summary:**

*The position of Library Aide is a paraprofessional position. Under the supervision of the Circulation Lead, this position is responsible for checking in, sorting, and shelving library materials, and ensures all items of the collection are in good order.*

**Primary Responsibilities:**

- Responsible for emptying book drops, as well as the inspection, check-in, and sorting of library materials.
- Shelves all library materials in alphabetical, chronological, or numerical order, including patron holds.
- Ensures that collections are in order through regular shelf-reading. Maintains shelved materials to ensure accuracy and proper placement.
- Straightens and shifts collections as a routine part of shelving.
- Picks up loose items, including books and toys left on tables, carts, shelves, or the floor, and returns items to their proper place.

**Secondary Responsibilities:**

- Delivers library materials via curbside to patrons' vehicles.
- Assists with customer service support, material check-out transactions, photocopying, and answering phone calls as needed.
- Assists with staff and/or volunteer training as assigned.

- Participates in staff meetings, library committees, and training.
- Performs other duties as assigned.

**Knowledge, Skills, and Abilities:**

- Ability to accurately and efficiently place items in alphabetical, chronological, and numerical order.
- Strong customer service skills, patience, and the ability to work with patrons with varying levels of ability.
- Familiarity with Microsoft Office, Google Suite, digital services, and devices.
- Organizational ability to set goals, meet deadlines, and work independently with a high attention to detail.
- Ability to express ideas clearly and effectively to individuals and groups through verbal, written, and visual communication.

**Requirements:**

- Must be 14 years of age or older to comply with employment law. Minors must provide an employment certificate issued from their school or a GED.
- Flexible schedule including evenings and weekends. Must be punctual and have reliable transportation to report to scheduled shifts.
- Ability to retrieve library materials from all heights of shelves and library book drops with or without accommodation.
- Visual acuity necessary to view, enter, and access information on a computer screen and written materials with or without accommodation.

**Working Conditions:**

- Climate-controlled building. May work off-campus in a variety of environments.
- Fast-paced library setting with distractions.

- Ability to work harmoniously with other library employees and patrons.
- Supports an equitable, safe, diverse, and inclusive workplace.

**Reporting Relationship:**

Reports to Circulation Lead. In absence of that person, reports to the Person in Charge.

*The above is intended to describe the primary responsibilities, the secondary responsibilities, and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.*

**Approvals:**

Executive Director	Date approved	Date reviewed
District Library Board	Date approved	Date reviewed