

Library Associate– Level 2

Summary: A Library Associate II performs library functions requiring general knowledge in all areas of public library services. The position focuses on shelf management, technical processing and general assistance duties. The Library Associate II provides assistance with library functions in offering quality library services to the public and performs various duties as assigned in the operation of the library including assisting with circulation duties, processing library materials and assisting where needed.

Responsible for regular, effective and courteous interaction in the delivery of library services to patrons including manning the circulation desk, relaying basic library policies and procedures to patrons and explaining library services.

- Checks library materials in/out and assists patrons in finding materials; renews items, collects fees and processes patron registrations. Retrieves and shelves books and materials.
- Performs ready reference. Responds to inquiries in person or by telephone.
- Assists patrons with services such as access to the library's public computers, using the Internet, finding materials, retrieving materials from shelving and storage areas and using library equipment such as copiers.
- Performs registration of new and reregistered patrons and inputs patron information.
- Takes reserves for patron title requests and notifies patrons upon availability.
- Assists with shelf maintenance and arrangement in all areas of the library.

Other assigned duties may include

- General library operations
- Opening and closing routines as required
- Assisting with Children's activities, special library programs and promotionals
- Simple maintenance and manual tasks
- Ordering and processing new materials for shelves
- Withdrawals

Performs related work as assigned

Library Associate– Level 1

Summary: A Library Associate I performs library functions requiring basic general knowledge in all areas of public library services. The position focuses on shelf management and general assistance duties. The Library Associate I provides assistance with library functions in offering quality library services to the public and performs various duties as assigned under the supervision of the Librarian in the operation of the library including assisting with circulation duties and assisting where needed.

Responsible for regular, effective and courteous interaction in the delivery of library services to patrons including manning the circulation desk, relaying basic library policies and procedures to patrons and explaining library services.

- Checks library materials in/out and assists patrons in finding materials; renews items, collects fees and processes patron registrations. Retrieves and shelves books and materials.
- Performs ready reference. Responds to inquiries in person or by telephone. Refers, where necessary, reference to the Librarian for further action.
- Assists patrons with services such as access to the library's public computers, using the Internet, finding materials, retrieving materials from shelving and storage areas and using library equipment such as copiers.
- Performs registration of new and reregistered patrons and inputs patron information.
- Takes reserves for patron title requests and notifies patrons upon availability.
- Assists with shelf maintenance and arrangement in all areas of the library.

Other assigned duties may include

- General library operations
- Opening and closing routines as required
- Simple maintenance and manual tasks

Performs related work as assigned