

LA LAW LIBRARY JOB DESCRIPTION

Title:	Library Aide
Department	Patron Services
Focus:	Shelving, stacks, collection management, circulation services
Reports to:	Senior Librarian, Reference and Stacks and Shelving
Position Supervised:	None
FLSA Status:	Non-Exempt
Salary Grade:	1
Union Status:	Eligible for Representation
Effective Date:	

Position Summary

Assists Senior Reference Librarian, Collection Maintenance and Stack & Shelving Supervisors in providing quality customer services by keeping library materials up to date and in the correct location on the shelves.

Responsibilities and Duties

The following responsibilities of the Collection Management Aide are performed under general supervision:

Assists Collection Maintenance

- Retrieves volumes for filing, updating, binding, etc.
- May create Voyager item records and process materials utilizing established procedures
- Processes materials by targeting, stamping, etc.
- Retrieves recalled superseded materials from shelves.

Assists Senior Reference Librarian

- Collects and organizes materials to be shelved
- Shelves materials in all areas of the collection
- Monitors shelving space and communicates the need for shifting materials
- Participates in shifting projects
- Re-shelves used microfiches and microfilms
- Shifts materials as instructed

- Shelf reads assigned areas on a regular basis
- Retrieves materials for Reference and Circulation staff.
- Other related assignments as needed.

Assists Continuations Supervisor

- Receives designated materials in Voyager check in and processes per established guidelines
- Checks shelves or pulls materials following specific instructions
- Files loose-leaf material, pocket parts, microfiche, etc.
- Provides backup to Mail Room
- Assists with shipping & receiving of Bindery materials
- Scans materials for LLMC

Assists Circulation Supervisor

- Provide circulation desk coverage in the event of staff shortage
- Charge and discharge library materials
- Assists with use of library computers or equipment by patrons.
- Assists staff and users in efficiently finding appropriate materials and using library resources such as library computers and other equipment

Assists Facilities Manager

- Provides assistance with event set up and clean up
- Provides assistance with moving furniture or other heavy objects
- Assists with special projects requiring physical strength and exertion
- Takes materials being recycled to large recycling bins and informs Building Engineer when bins need to be emptied
- Helps keep kitchen in order.
- Other related assignments as needed.

Position Qualifications

Required:

- High School Graduate or GED.
- Must be able to read and understand written and oral instructions in order to be able to file and shelve correctly
- Requires the ability to spend focused attention on alpha and numerical details for extended periods to minimize errors in shelving and filing
- Ability to communicate effectively with users and staff. Careful attention to detail; good organization skills. Ability to work in a team environment with diverse staff

Preferred:

- Associate's Degree or higher
- Prior work experience in a Library
- Ability to use computers, especially as relates to library systems, office productivity tools and the Internet
- Knowledge of a foreign language
- Previous experience shelving library materials
- Knowledge of Library of Congress Classification system

Work Environment

Busy public law library including a large reading room, general office environment, open and closed book stacks, and loading dock. Some exposure to adverse environmental conditions such as dust and/or odors.

Physical Abilities Required

- Requires the ability to lift, push, pull up to 50 lbs., including library materials, furniture, facilities equipment
- May require physical activities such as bending, stooping, reaching, twisting and crawling
- Must be able to move to, and work in, different areas of the library as needed

Approvals

_____ Immediate Supervisor	_____ Date	_____ Senior Director	_____ Date
_____ Human Resources	_____ Date	_____ Executive Director	_____ Date

Statement of Employee

I understand the position and its responsibilities and expectations as described above. The above statements describe the level of work performed in general terms. The statements are not intended to list all the responsibilities, duties and/or skills required of employees so classified. The content herein is subject to change, with or without due notice.

Signature _____ Date _____

Print Name _____

Distribution: Original - Human Resources, Copies - Supervisor, Employee