

July 2013

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: LIBRARY ASSISTANT

BASIC FUNCTION:

Under the direction of the Director-Library, perform a variety of library support duties in the circulation, maintenance and distribution of books and other instructional materials as assigned; perform related computer operations and student assistance functions.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of library support duties in the circulation, maintenance and distribution of books, newspapers, magazines, microforms and other instructional materials; assist with cataloguing and maintaining designated library material collections in a neat and orderly condition.

Circulate library materials; check library materials in and out using an assigned computerized system; shelve books, periodicals, microforms and other library materials; repair damaged books and magazines as needed; collect and shelve unattended library materials.

Input, update and modify a variety of data related to books and instructional materials into an assigned computer system; establish and maintain automated records and files; verify accuracy and completeness of input and output data.

Assist students in the selection, location and use of library materials and equipment; respond to inquiries and provide information.

Assist with the opening and closing of the library as directed; lock and unlock doors as directed; turn on and off lights, computers, copiers and other machinery; announce closing times; escort students out as needed.

Collect and account for fees for lost or damaged books and printer-usage as assigned; count monies and generate receipts; prepare, issue and process fine slips; prepare related correspondence; respond to inquires and provide information concerning fines and related holds and issues.

Process donated periodicals by preparing materials for introduction into the library collection or recycling; maintain periodical file boxes and generate related labels as required; monitor inventory levels of file boxes and other assigned materials; requisition and maintain collection of materials.

Operate a variety of office and library equipment including a calculator, copier, typewriter, computer and assigned software; stock copiers with paper as needed.

Maintain various logs, records and lists related to periodicals, microforms, patron headcounts and assigned activities.

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Ewing Consulting Services

Enforce library rules and policies related to student behavior, food and drink as directed; conduct patron headcounts.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General functions, operations and maintenance of school libraries.

Library practices, procedures, reference materials, resources and terminology.

Operation of a computer and data entry and retrieval techniques.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Modern office practices, procedures and equipment.

Basic mathematics.

ABILITY TO:

Perform a variety of library support duties in the circulation, maintenance and distribution of books and other instructional materials at an assigned.

Utilize a computer to input data and maintain automated records.

Assist students in the selection, location and use of library materials and equipment.

Process and shelve library materials.

Operate a computer and assigned software.

Maintain records and logs.

Understand and follow oral and written directions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Type or input data at an acceptable rate of speed.

Complete work with many interruptions.

Make math calculations with speed and accuracy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years clerical library experience.

WORKING CONDITIONS:

ENVIRONMENT:

Library environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials and view a computer monitor.

Hearing and speaking to exchange information.

Sitting or standing for extended periods of time.

Lifting, carrying, pushing and pulling moderately heavy objects as assigned by position.

Bending at the waist, kneeling or crouching to shelve and retrieve library materials.

Reaching overhead, above the shoulders and horizontally.