

Senior Library Assistant

(Name)

Hire Date: \_\_\_\_\_

Supervisor: Library Director

## MAJOR RESPONSIBILITIES AND PERFORMANCE GUIDELINES

- A. Serves the public from the Circulation Desk
  - 1. Performs all circulation functions using SIRSI Workflows software
    - a. Charges materials in and out.
      - 1) Renews requested items
      - 2) Can retrieve and implement Holds from SIRSI Report module
    - b. Performs quick borrower registration
    - c. Administers fines policies
      - 1) Collects & records money
      - 2) Clears patron record
    - d. Able to work in all SIRSI modules
  - 2. Answers general and directional requests from public
    - a. Demonstrates use of equipment such as copier and fax
  - 3. Explains and enforces library policies
    - a. Knowledge of Cuba Circulating Library policies  
i.e. hours, meeting room, opening and closing procedures
    - b. Knowledge of STLS policies, (i.e. ILL, Kits, Rotating Collections)
  - 4. Assists patrons in reference searches and in advising readers
    - a. Teaches patrons to use OPAC (online public access catalog)
    - b. Institutes ILL service when appropriate
    - c. Knowledge of popular adult reading materials including NYT best seller list and genre fiction
    - d. Knowledge of popular juvenile reading materials including Easy, easy readers, YA, recommended reading, series.
    - e. Knowledge of nonprint resources (audio books, DVDs musical CDs etc)
    - f. Knowledge of basic reference resources at Cuba Library
    - g. Basic knowledge of library classifications  
i.e. Dewey Decimal, genres, YA, easy readers, reference etc.
  - 5. Assists patrons in using computers
    - a. Basic start up and shut down
    - b. Basic word processing skills
    - c. Basic Internet search skills
  - 6. Takes part in training and development opportunities offered by STLS or locally (i.e. public school or library)
  - 7. Takes part in Cuba Library planning and problem-solving (i.e. staff meetings, committee participation)
- B. Opens and closes the Library.

C. Performs other work as required, possibly including but not limited to the following position specific responsibilities:

1. Plans and creates in-house library displays
2. Handles rotating collections
3. Handles Gift and Memorial funds
  - a. Recordkeeping – monies and materials received
  - b. Written acknowledgement of gifts and memorials
4. Requests Interlibrary Loans
5. Completes new patron card registrations
6. Notifies patrons of overdue items; bills patrons when necessary
7. Mends and repairs materials
8. Plans and implements library programs for the public
  - a. Assists Director and Youth Coordinator with programming
  - b. Publicizes programs (posters, flyers, press releases)
  - c. Arranges Community Room to host program/activity
  - d. Hosts performer, public
8. Adds Cuba's holdings to STLS database
  - a. Uses Cataloging module to add or correct Cuba holdings in database.
  - b. Completes physical processing of items.
  - c. Modifies or corrects identification of materials.
  - d. Maintains physical periodical holdings, discarding old.
9. Designs and produces program promotion flyers and handouts; creates covers and labels for library materials.
10. Updates web page as needed (daily or weekly)
11. Makes spreadsheets of data collection (i.e. attendance at programs)
12. Produces statistical reports of circulation using Director's Station
13. Creates Newsletter using information from Librarian's Monthly Reports
14. Maintains communication with customers via social media
15. Instructs public on use of electronic reading and listening devices

Approved by Board of Trustees September 12, 2005

Amended and approved by Personnel Committee 10/27/2006

Amended and approved by Board of Trustees 07/11/2011