

Library Assistant 1

Revision Date: March, 2006

Classification: Library Assistant 1

Unit: AESES

Hay Point Range: 112-142

CHARACTER OF THE JOB

This is the entry level for Library Assistants at which routine library/ clerical tasks of a repetitive nature are performed and interaction with the public is expected. Positions require the application of keyboarding skills and/or well- established procedures. Once training is completed, incumbents are expected to perform with general supervision. The supervision of other employees is not a requirement at this level; however, incumbents may be required to assist in the introductory training of new employees hired to positions at the same level and may direct the work of other library assistants at the same level working evenings and weekends. Some positions require evening and/or weekend shifts under variable supervision. These positions perform opening and closing procedures including locking library premises at the end of the shift. Incumbents are expected to perform any duties performed by Library Shelves as required to support the activities of the unit.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Duties applicable to both public and technical services:

- Provides circulation services to borrowers, including automated and manual procedures.
- Answers routine telephone and counter inquiries, referring more complex queries to a senior staff member.
- Instructs library users in the basic use of equipment such as computers, microform reader, audiovisual equipment, photocopier, laser printer, fax machine, 3M self-check, scanner, etc. and performs routine servicing.
- Instructs library users in the basic use of the Integrated Library System.
- Deals tactfully with patrons stopped by security system, referring any cases of theft and/or vandalism to a senior staff member.
- Collects and may assist with the processing library materials for binding. May assist with basic in-house repair procedures.
- Performs processing and distribution of library materials.
- Collects, receives and sends materials for interlibrary or inter unit loans.
- Assists with data entry/retrieval using basic keyboarding skills.
- Accepts payments, credits borrowers' accounts and issues receipts for fines and services. Handles change float.

Library Assistant Written Test Study Guide

**James Duff Brown, W. C. Berwick
Sayers**



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of Library Economy James Duff Brown, W. C. Berwick Sayers, 2023-10-20 The Manual of Library Economy is a seminal anthology that traverses the multifaceted landscape of library management and operations grounding its inquiry in a blend of theoretical frameworks and practical applications It is an edifying collection that not only illuminates the historical and cultural evolution of libraries but also showcases a diverse array of methodologies and practices essential for contemporary library management The anthology stands out for its comprehensive approach to the subject encapsulating a wide range of literary styles from analytical essays to case studies thereby providing a holistic view of the discipline This work is particularly noteworthy for its in depth exploration of cataloging classification and the broader implications of library services in the digital age James Duff Brown and W C Berwick Sayers the editors of this collection bring to the table a wealth of experience and a profound understanding of library science Both pivotal figures in the early 20th century library movement their collaborative efforts mirror the transitional phase of libraries adapting to technological advancements and societal changes Their backgrounds as librarians and educators underpin the anthology's commitment to the advancement of library and information science making it an invaluable resource for both scholars and practitioners This anthology is recommended for those interested in the evolution of library science and its current practices It offers readers an unparalleled opportunity to engage with the intellectual and operational challenges of library management through the lens of experts in the field The Manual of Library Economy serves not only as an educational tool but also as an invitation to partake in the ongoing dialogue about the role of libraries in society making it a must read for anyone invested in the future of information dissemination and access

Getting a Government Job: The Civil Service Handbook

Peterson's, 2009-11-16 This book will give anyone interested in a government job an edge over the competition Unique and effective suggestions for job searching advice on completing and submitting a job application and tips on how to stand out are only a few of the book's many valuable features

Library Work, 1909 **Student Library Assistants** Franciscus Willett, 1961 **Library Work Cumulated**, 1912 **2025-26 EPFO/APFC English Solved Papers & Practice Book.**

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Library Assistant Written Test Study Guide Book Review: Unveiling the Magic of Language

In a digital era where connections and knowledge reign supreme, the enchanting power of language has are more apparent than ever. Its power to stir emotions, provoke thought, and instigate transformation is actually remarkable. This extraordinary book, aptly titled "**Library Assistant Written Test Study Guide**," published by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound impact on our existence. Throughout this critique, we will delve into the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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