

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 Exam Study Guide

Julia Schneider



Library Assistant Written Exam Study Guide:

The Top Books of the Year Library Assistant Written Exam Study Guide The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous engrossing novels enthralling the hearts of readers worldwide. Lets delve into the realm of top-selling books, exploring the captivating narratives that have enthralled audiences this year. Library Assistant Written Exam Study Guide : Colleen Hoover's "It Ends with Us" This touching tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover expertly weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can succeed. Uncover the Best : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This intriguing historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids absorbing storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Library Assistant Written Exam Study Guide : Delia Owens "Where the Crawdads Sing" This captivating coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens spins a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These top-selling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of captivating stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is an exceptional and suspenseful novel that will keep you speculating until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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