

# **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 Aide Written Test Study Guide

**New York Public Library. Municipal  
Reference Library**



## Library Aide Written Test Study Guide:

*Library Assistant II* National Learning Corporation, 2020-02 The Library Assistant II Passbook R prepares you for your test by allowing you to take practice exams in the subjects you need to study It provides hundreds of questions and answers in the areas that will likely be covered on your upcoming exam including but not limited to library science library practices and procedures written communication effective workplace communication and more The Library Assistant, 1903 Vols 1 18 34 40 include 4th 30th 45th 51st 1898 99 1924 25 1940 46 reports of the Association of Assistant Librarians Vols 19 33 have 31st 44th 1925 26 1939 reports as separately paged appendices or supplements **Resources in Education**, 1997

Master the Civil Service Exams Peterson's, 2012-04-30 Approximately 20% of the hundreds of thousands of U S government job openings require successful candidates to pass a written exam Peterson's Master the Civil Service Exams is a comprehensive step by step preparation guide for those seeking a position with the federal government that requires taking a written exam Master the Civil Service Exams provides the math verbal and clerical exercises you need to pass your civil service exam plus 4 full length sample tests with detailed answer explanations to help you hone your skills Build your confidence by following the expert tips and strategies outlined in the book and get the inside scoop on the civil service job market

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

*Greenwood's Library Year Book*, 1897 **The Library World**, 1915 *Greenwood's Library Year Book. 1897* Thomas Greenwood, 1897 National Library of Medicine Catalog National Library of Medicine (U.S.), 1966 **The University of Michigan Library Newsletter**, 1986 **Research in Education**, 1974 **National Library of Medicine Current Catalog** National Library of Medicine (U.S.), 1965 **Federal Career Directory; a Guide for College Students** United States Civil Service Commission, 1960 *Book Bulletin* Chicago Public Library, 1914 **Library Journal** Melvil Dewey, Richard Rogers Bowker, L. Pylodet, Charles Ammi Cutter, Bertine Emma Weston, Karl Brown, Helen E. Wessells, 1902 Includes beginning Sept 15 1954 and on the 15th of each month Sept May a special section School library journal ISSN 0000 0035 called Junior libraries 1954 May 1961 Also issued separately The Publishers Weekly, 1900 **Serving Teen Parents** Ellin Klor, Sarah Nordhausen, 2011-09-12 A comprehensive guide to working with teen parents and their children that provides practical program ideas for successful school and public library program development implementation and evaluation Teen parents and their children represent an underserved high need population in many communities Libraries have the potential to significantly influence the quality of life for teen parent families by providing free access to information and resources developing specific programs and serving as a safe public learning environment *Serving Teen Parents From Literacy to Life Skills* helps library staff support teen parents as their children's first teachers positively affecting two

generations at once The authors explain how to successfully communicate with this group and build upon their competencies and strengths They offer best practices professional anecdotes and step by step direction on connecting with teen parents collaborating with community partners locating funding options and implementing successful programs This invaluable guide is the most comprehensive resource currently available that directly addresses the needs of librarians serving the teen parent demographic      **Municipal Reference Library Notes** New York Public Library. Municipal Reference Library,1928

**The Proceedings of the Ontario Library Association** Ontario Library Association,1909      *Public Library Catalog* Juliette Yaakov,2004 More than 8 000 books in the main volume More than 2 400 new titles in annual paperbound supplements More than 2 000 analytic entries for items in collections and anthologies

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