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 Shelvers 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 selfcheck, 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.

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Table of Contents Library Assistant Leval 1 Written Exam

- 1. Understanding the eBook Library Assistant Leval 1 Written Exam
 - The Rise of Digital Reading Library Assistant Leval 1 Written Exam
 - Advantages of eBooks Over Traditional Books
- 2. Identifying Library Assistant Leval 1 Written Exam
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Library Assistant Leval 1 Written Exam
 - User-Friendly Interface
- 4. Exploring eBook Recommendations from Library Assistant Leval 1 Written Exam

- Personalized Recommendations
- Library Assistant Leval 1 Written Exam User Reviews and Ratings
- Library Assistant Leval 1 Written Exam and Bestseller Lists
- 5. Accessing Library Assistant Leval 1 Written Exam Free and Paid eBooks
 - Library Assistant Leval 1 Written Exam Public Domain eBooks
 - Library Assistant Leval 1 Written Exam eBook Subscription Services
 - Library Assistant Leval 1 Written Exam Budget-Friendly Options
- 6. Navigating Library Assistant Leval 1 Written Exam eBook Formats
 - o ePub, PDF, MOBI, and More
 - Library Assistant Leval 1 Written Exam Compatibility with Devices
 - Library Assistant Leval 1 Written Exam Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Library Assistant Leval 1 Written Exam
 - Highlighting and Note-Taking Library Assistant Leval 1 Written Exam
 - Interactive Elements Library Assistant Leval 1 Written Exam
- 8. Staying Engaged with Library Assistant Leval 1 Written Exam
 - o Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Library Assistant Leval 1 Written Exam
- 9. Balancing eBooks and Physical Books Library Assistant Leval 1 Written Exam
 - Benefits of a Digital Library
 - o Creating a Diverse Reading Collection Library Assistant Leval 1 Written Exam
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Library Assistant Leval 1 Written Exam
 - Setting Reading Goals Library Assistant Leval 1 Written Exam
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Library Assistant Leval 1 Written Exam

- Fact-Checking eBook Content of Library Assistant Leval 1 Written Exam
- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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