

Job Description for FWS Library Assistant

Employer: AIMC Berkeley

Department: Library/ Learning Resource Center

Job Purpose: Provide circulation assistance, collection maintenance, technical assistance, and general customer service to students, staff, and faculty of AIMC

Duties and Responsibilities:

- Check out library materials to patrons, check them in when returned, and reshelve in correct call number order, using LC and NLM classification systems
- Help patrons locate books and other resources
- Utilize library management software system to locate materials, manage circulation, generate overdue reports, and update patron information
- Physically process books with spine labels, barcodes, property labels, location stickers, and/or color coding labels as needed
- Contact patrons with overdue materials and keep records of these contacts
- Keep abreast of all staff communications from Librarian in LRC email, personal assignment folder, and *Library News* document
- Create signage as needed
- Periodically read shelves as assigned to ensure they are in precise call number order
- Assist patrons with copier/printer and the computers in Library for patron use
- Input data on Excel spreadsheets for various booklists
- Assist in annual inventory of holdings
- Communicate with the Librarian about progress on assigned projects
- Keep supplies replenished in copier, staplers, etc.
- Perform other projects and tasks as requested

Qualifications: Library Assistants must be committed to providing a consistently welcoming presence for all patrons and possess excellent communication skills. They should have basic computer skills in order to utilize/learn the library management system (LibraryWorld), as well

as MS Office Suite. MS Excel experience is essential. Library assistants must be able to perform detailed technical tasks independently. They must honor confidentiality. There is high expectation for punctuality, reliability, and integrity for student workers in the library.

Pay rate: \$20/hour

Hours: 2 – 20 hours/week

Hiring priority is given to students qualifying for the Federal Work Study program.