

# TOWN OF GOSHEN

## *POSITION DESCRIPTION*

Position Title: Library Aide

Department: Library

Supervisors Title: Library Director

### *POSITION DESCRIPTION SUMMARY*

Circulates and maintains materials on an automated circulation system; processes for cataloging additions to the collection; participates in planning and conducting programs to promote the use of the library; and assists the Library Director in the operation of the library.

### *PRIMARY RESPONSIBILITIES*

Opens and closes the library for business, including turning on library computers.

Handles materials being checked in and out using the circulation computer system.

Places reserves on materials for patrons and processes interlibrary loan requests.

Accepts and processes interlibrary loan requests using the request online system from the Connecticut State Library (data entry).

Answers phone inquiries and reference questions within the library using print and online reference sources and other materials in the library.

Issues new library cards, adds new patrons to the circulation system and maintains patron records.

Shelves returned books and other materials and keeps shelves in proper order.

Generates overdue reports and phones patrons regarding overdue materials. Collects and records overdue fines and accepts charges for lost materials.

Accepts money for photocopier, printer, fax machine, and used book sales.

Processes new additions to the collection, including periodicals and audiovisual materials.

Processes deleted items and removes them from the circulation system.

Instructs and assists patrons in the use of the online catalog.

Instructs and assists patrons in the use of reQuest interlibrary loan software.

Assist patrons with the use of the Internet and Microsoft Office applications.

Helps volunteers accomplish their tasks.

Assists in the preparation, presentation, and publicity of programs, including Story Times, to promote use of the Library.

Keeps statistical records.

Participates in video and audio swap meetings.

Attends staff meetings when possible; attends workshops and training sessions outside the library at the recommendation of the Library Director.

Delivers library materials for the Outreach Program for patrons unable to come to the library.

Accepts and passes on to the Library Director, suggestions or comments from patrons.

Counts money at end of each day and balances total with daily intake.

Designs library displays and bulletin boards.

Performs all tasks delegated by the Library Director to assure the smooth operation of the library.

***KNOWLEDGE AND SKILLS:***

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum levels of knowledge, skill, and/or ability necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Two years of college preferred with clerical skills and customer service experience.

Basic computer skills including keyboarding, proficiency in Microsoft Word and Microsoft Office applications.

Familiarity with the World Wide Web and ability to perform Internet searches.

Ability to work well with the public, Town officials, Town employees and others in a courteous and friendly manner.

Ability to work well with people of all ages, including children and teens.

Ability to communicate orally and in writing.

Must have initiative to organize work and perform duties without direct supervision.

Knowledge of the Dewey Decimal system and/or previous library experience preferred.

Prepared: November 1994  
Approved: August 12, 1997  
Approved: Board of Library Directors – April 18, 2001  
Approved: Board of Selectmen – October 30, 2001  
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Approved: Board of Selectmen