



**OHIO**  
UNIVERSITY

**Classification and Qualification  
Standards**

**Library Assistant**

*ADMINISTRATIVE/TECHNICAL ROLE*

<b>Career Series:</b> Library	<b>Job Code:</b> 41206 <b>Grade:</b> A	<b>Date Established:</b> 7/01/2001	<b>FLSA Category:</b> NON-EXEMPT
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**JOB SUMMARY**

Under immediate supervision, the entry level classification in the library series exercises limited independent judgement or authority, and learns to apply and follow routine procedures, techniques, rules and regulations. This classification requires basic familiarity and knowledge of addition, subtraction, multiplication, division, fractions, and alphabetizing in order to learn to perform basic library support activities related to all phases of library functions.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Assists library patrons in searching, accessing and retrieving library materials through circulation, reserves, interlibrary loan, and stacks maintenance and securing information via on-line catalogues and internet service.
2. Performs database activities on local, regional, and national bibliographic databases (e.g., searches; edits; processes new receipts; corrects or updates records).
3. Participates in ordering and receiving activities (e.g., assists in receipt of gift books; processes added copies; adjusts bibliographic information upon receipt of materials).
4. Processes materials in all formats to include creating and affixing labels, gift plates, and tip-ins using established guidelines.
5. Answer telephone inquires and provides library tours.
6. Maintains book collection by shelving, tagging, basic repairs, and weeding newspaper and periodical collections.
7. Attaches barcodes and links bibliographical records, designated location, holdings information, and status.
8. Trains student employees, and delegates tasks within guidelines.
9. Assists in maintenance, trouble-shooting, servicing and instructing patrons in use of library equipment (e.g., photocopier; printer; microform reader/printer).
10. Processes materials for bindery, and monitors commercial binder's adherence to library's specifications.
11. Performs other duties as assigned.

**Worker Characteristics (knowledge, skills & abilities to perform the job duties)**

Knowledge of library procedures\*; addition, subtraction, multiplication, division, and alphabetizing; bibliographic databases\*; and employee training\*. Skill in operation of computer\*; photocopier\*; printer\*; and microform reader/printer\*. Ability to sort items into categories according to established methods; arrange items into numerical and alphabetic order; and answer routine inquires from library patrons. (\*developed after employment)

**Minimum education & experience required (including training, registration & licensure)**

Formal education in arithmetic which includes addition, subtraction, multiplication, division, and alphabetizing.

- Or equivalent of the education and experience listed above.

*This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity.*