



**STOCKBRIDGE LIBRARY ASSOCIATION**  
Library Assistant

**General Statement of Duties**

Under the supervision of the Library Director, the Library Assistant is responsible for providing general library services to the public in a courteous manner and in accordance with Library policies and procedures. This is a part-time position.

**Primary Duties and Responsibilities**

1. Performs circulation duties, which includes checking materials in and out of the Library for patrons, registering new patrons, and entering patron information into the C/W MARS computer system.
2. Assists patrons with inter-library loan requests; calls patrons about available holds; maintains hold shelf area.
3. Assists patrons with application procedures for library cards; issues new cards and replacement cards; maintains and updates confidential patron records.
4. Collects and records fines for overdue materials; processes overdue notices.
5. Answers inquiries on procedures in person and by telephone; provides basic direction, information, and instruction; provides referrals and reader advisory services as needed.
6. Assists patrons in the use of library facilities and equipment, including online catalogs and databases, computers, Internet, and e-readers.
7. Sorts and shelves library materials; maintain reading areas and displays in a neat organized manner; reads shelves to maintain materials in appropriate locations and order.
8. Monitors the condition of library materials, for needed repairs or replacement; weeds materials as requested.
9. Maintains public bulletin board area.
10. Attends and participates in staff meeting discussions.
11. Attends network meetings about circulation software and procedures to maintain and update knowledge of system, as well as other professional development trainings.
12. Performs other tasks as assigned by the Library Director.

**Other Functions**

1. Handles physical processing of materials, including book covering.
2. Oversees monthly book club and assists with other programming.
3. Catalogs magazines.
4. May be responsible for the opening and secure closing of the library building.

**Education and Experience**

Bachelor's degree preferred, supplemented by two years of work experience; or any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job. Must have strong customer service skills; general knowledge of literature and reference materials and an interest in reading; computer and Internet literacy (including skill in popular word processing, database, spreadsheet, and presentation computer applications); and willingness to work as a productive and positive member of a team. Experience working in a library strongly preferred.