

Library Assistant Job Description

Job Goals

To assist with and collaborate on the daily operation and organization of the school library media program

General Responsibilities

1. Implements efficient office procedures.
2. Processes new books, periodicals, and nonprint materials.
3. Enters data for catalog.
4. Assists in the preparation of reports, correspondence, bibliographies, newsletters, and requisitions.
5. Assists with the circulation and storage of all library media program hardware and software.
6. Assists with the management and circulation of library media program materials.
7. Assists with annual inventories and withdrawal of materials.
8. Assists in preparing instructional materials, exhibits, and displays.
9. Assists in the instruction of information retrieval systems and use of appropriate equipment.
10. Assumes responsibility for student supervision within legal guidelines.
11. Participates in work-related support training and activities.
12. Helps maintain an attractive and inviting school library center environment.
13. Promotes a positive relationship with students, staff, and community.
14. Performs other appropriate duties as assigned.