



APPOMATTOX

REGIONAL LIBRARY SYSTEM

POSITION DESCRIPTION

Position Title:	Material Services Library Assistant
Classification:	Library Assistant I
Immediate Supervisor:	Material Services Manager
FLSA Designation:	Non-Exempt
Job Type:	Part-Time
Salary:	\$12.86/hr.

I. POSITION SUMMARY

Perform routine operations in the Material Services Department. The work involves at least some of the following: cataloging new and donated material, withdrawing deleted items, processing materials, checking in shipments, and other duties as required. Also performs library tasks, as necessary, including assisting in public services, at headquarters and other library branches.

II. MAJOR POSITION RESPONSIBILITIES

1. Catalogs materials such as books, compact discs, DVDs, kits, and etc.

Examples:

- a. Assigns classification numbers and subject tracings to items.
- b. Catalogs records by using Library of Congress approved subject headings and Dewey Decimal Classification.
- c. Completes mandatory cataloging fields, such as title, contributors, summary, genres, subjects, characteristics, physical description, languages, publication information and dates.

2. Inputs and edits information on the computer database.

Example:

- a. Inputs and edits information into the proper field and saves the record to the online catalog.
- b. Updates records for duplicate copies, adds and deletes information as needed.
- c. Inputs the local authority entries in the LS2 cataloging system.
- d. Withdraws items from the title record.
- e. Withdraws items and title records of last copy so it no longer appears on the OPAC.

3. Assist in collection maintenance and repair.

Example:

- a. Reassigns items to different locations and/or collections.
- b. Replaces cases of damaged audiovisual materials.
- c. Replaces barcodes, spine labels and mylar covers on damaged books.

4. Processes library materials for the collection.

Example:

- a. Inspects new and donated materials on arrival at receiving.
- b. Reports damaged materials to the material services manager for replacement claims.
- c. Preassembles materials with mylar covers, property labels, barcodes, spine labels, and stamps materials.
- d. Checks in shipments by vendors.
- e. Checks off items on invoices.

5. Performs other related work as required

Examples:

- a. Fills in if necessary at circulation desk or other departments.
- b. Provides input on policy, procedures and special projects.

III. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Familiarity with an automated library system or other online computer systems.
- Technological literacy (the ability to use, manage, understand, and assess technology)
- Knowledge of cataloging and familiarity with Dewey Decimal classification.
- Knowledge of office equipment.
- Ability to work in a team environment.
- Ability to sort and file alphabetically and numerically.
- Perform functions accurately.
- Ability to establish and maintain effective working relationships with staff, and use tact and courtesy with patrons.
- Physical ability to perform the duties as described.

IV. ACCEPTABLE EDUCATION, EXPERIENCE, TRAINING

- High school/GED diploma.
- Library or public services experience.
- Experience using computer equipment and office software.