

Hornell Public Library Aide Job Description 2024

The Hornell Public Library is a vital part of the Hornell community, and we are looking for a Library Aide to help us provide the best possible service to our patrons. As a Library Aide, you will be responsible for shelving books, assisting patrons with finding materials, checking materials in and out, and providing general information about the Library and its services. The ideal candidate will be a quick learner with excellent customer service and computer skills. Candidates must be able work both independently and as a contributing team member. Successful candidates will have excellent communications skills and problem solving skills.

Duties & Responsibilities

- Assist patrons with finding materials, using the catalog and other resources
- Check out and check in library materials (WorkFlows)
- Shelf books and other materials
- Help maintain the appearance of the library
- Perform basic clerical tasks such as typing, filing, scanning, faxing and photocopying
- Keep track of library usage statistics
- Process new materials
- Assist with special projects (help with displays, programs, weeding, etc.)
- Attend staff meetings
- Provide reference assistance
- Teach patrons how to use the library's computers and other equipment
- Participate in planning community outreach events

Required Skills and Qualifications

Library Aide Skills

Library aides need the following skills in order to be successful:

Patience: Patience is another skill that can help you be a successful library aide. You may need to help children complete their tasks, and you may need to help them understand new concepts. Patience can help you be a better teacher and aide.

Organization: Library aides are responsible for keeping the library organized and tidy. This includes keeping books in their proper places, keeping the library's supply closet organized and keeping the library's work area clean. Being able to organize your work space and the library's work space is an important skill for a library aide.

Communication: Library aides communicate with patrons and other library staff on a regular basis. They need to be able to listen to and understand patrons' questions and requests, as well as explain library policies and procedures. Library aides also need to be able to communicate with other library staff members to answer questions and relay information.

Computer skills: Library aides are often responsible for maintaining the library's computer system, so it's important that they have strong computer skills. You may also be responsible for teaching patrons how to use the library's computer system, so it's important that you have strong computer skills.

Friendliness: Library aides should be friendly and welcoming to patrons. They should be able to greet patrons and answer any questions they have. Library aides should also be friendly to other staff members and be willing to help them when needed.

- Providing information and assistance related to library policies and procedures to library patrons
- Processing materials into the library's cataloguing system
- Performing clerical tasks such as filing, photocopying, scanning documents, binding books, and shelving materials
- Helping students with research projects by assisting with locating sources of information
- Restocking books on shelves, removing books from shelves when they are requested by patrons, and keeping track of which materials are currently checked out
- Understanding and troubleshooting technical problems with computer software
- Maintaining the cleanliness of the library by dusting shelves and vacuuming carpets
- Assisting the librarian with children's story times and other activities that promote reading and education for children
- Contribute to the promotion of library programs
- Performing basic maintenance tasks such as replacing light bulbs and cleaning windows and glass doors
- High school diploma or equivalent
- Excellent customer service skills
- Ability to work independently and with a team
- Familiarity with computers and common software programs
- Basic math skills
- Strong organizational, time-management, and multitasking skills

Preferred Skills and Qualifications

- Associate's degree in library science or related field
- Previous experience working in a library
- Bilingual (English/Spanish)
- Experience with Dewey Decimal System

Beginning wage starts at \$16.00/hr