



ALGOMA PUBLIC LIBRARY

406 Fremont St., Algoma, WI 54201 (920) 487-2295

Library Aide Job Description

Aide Responsibilities:

The primary responsibilities of Aides are to shelve library materials and shelf read the collection. During the course of their work, they will be called upon to assist at the circulation desk. This may include checking items in and out, placing holds, looking up titles, leading people to materials they need, answering the phone and renewing items. After their primary responsibilities have been completed, they will work on other tasks that the librarian in charge will assign.

Steps necessary to perform task:

- A. Library Aide begins tasks at the circulation desk, where the book carts are stationed.
 - a. Select a cart (video/DVD, children's, adult).
 - b. Place material not belonging on this cart on the correct cart so as to not shelve in the wrong area.
 - c. Arrange materials on cart in either alphabetical or numerical order.
 - d. Push the cart to area of library where materials are to be shelved.
 - e. Take a group of books (4-6) walk to the section where the books are to be shelved.
 - f. Examine each book before it is shelved in order to:
 - i. Verify the material belongs to the Algoma Public Library.
 - ii. Does not need mending, or a spine label.
 - g. Be sure the book/library material is being shelved in the correct place.
 - h. Now read the shelf to see that all materials are in their proper place and pulled forward on the shelf. If the surrounding materials are out of place, take items to desk for check-in.
 - i. Continue until all materials have been shelved.
 - j. Return cart to circulation desk and continue to shelve materials from remaining carts.
 - k. Give all materials needing repair to the librarian to process.

Purpose of the above:

- Materials not shelved in the proper place may be lost for several months. This causes a problem when the computer reads "available" and the customer or library staff are unable to find an item.
- Materials that have not been properly checked in, or shelved in the wrong area cause a bill to be generated and the customer is asked to pay for material that is lost on the library shelves. We do not want this to happen.

AT CLOSING TIME: DO NOT LEAVE THE LIBRARY UNTIL A LIBRARIAN DISMISSES YOU.

Although specific tasks are listed for this job description, the employee may perform other duties assigned by the librarian.

Requirements of position:

- Ability to follow directions.
- Ability to put decimal numbers in correct order.
- Ability to alphabetize author names in correct order.
- Courteous to other library staff and library customers.
- Dependable and punctual job attendance.
- Must be 14 or older and able to get work permit (if required by age).