Job Title: Library Assistant I

BCAT Code: 09TX59    Effective Date: April 1, 2007
Pay Grade: G05   FLSA Status: Non-Exempt    Revision Date: July 1, 2013

General Description
Performs entry level clerical work associated with maintaining the Library collection and assisting patrons.

Examples of Duties
- Charges, discharges and renews library materials.
- Receives payments for library charges.
- Places book requests for patrons.
- Verifies book orders to determine if materials are held in the library, on order, etc.
- Creates and updates patron files.
- Provides general information about the Library to the public.
- Receives book shipments.
- Enters and retrieves necessary information into/from the acquisition system.
- Performs general clerical duties, such as opening and distributing mail.
- Types labels for new titles and invoices; files shelf list cards.
- Searches and verifies information in several automated or printed sources.
- Delivers items to be photocopied to the Copy Center.
- Inspects returned materials for damage
- Verifies due dates and issues overdue notices.
- Sorts materials according to subject classification and returns them to shelves.
- Locates materials for patrons.
- Issues library cards according to established procedures.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of various computer packages.
- Effective time management skills.
- Effective oral and written communication skills.
- Good typing skills (30 wpm).

Minimum GSU Hiring Standards
High school diploma or GED and six months of library, customer service, or office experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.