

Library Aide Job Description

- Keeps the library clean and organized, including shelving books and organizing reference materials
- Promotes the library in the community
- Maintains confidentiality of patron records and other sensitive information in accordance with library confidentiality policies
- Helps with circulation of library materials and public events, such as book signings, author presentations and lectures
- Promotes the use of online resources by patrons
- Answers questions about library collections and locations of materials
- Assists in maintaining library collections and equipment
- Keeps records of circulation, loans and fines for the library
- Ensures that the library is adhering to all laws and regulations
- Maintains the public's trust by following professional standards and rules of conduct at all times
- Assists in scheduling the use of the meeting rooms, media and study rooms
- Performs other duties as assigned.