

# Library Assistant Job Description

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- Promotes the reading culture in the school
- Functions as the collection point for all books, magazines, journals and other materials needed for student use
- Maintains good relations with the student population by doing regular library presentation
- Provides technical assistance in accessing adequate sources of information as required by school rules and regulations
- Assists students in accessing resources to enhance learning opportunities in secondary schools
- Maintains up-to-date knowledge on the library resources, materials, and services
- Provides excellent customer service in all areas of the library
- Participates in reference service activities
- Sets up and maintains the computer system for students to make use of the library resources and services
- Archives all materials to be kept at the library, shelves books using proper classification, and marks them with proper identification tags
- Assists teachers in making collections of materials for different subjects and grade levels
- Assists students in using various library resources
- Organizes workshop for the purpose of exposing participants to concepts and ideas pertaining to information literacy skills so as to enable the participants to make informed use of information
- Participates in activities promoting school library programs, such as parents' day, open house, etc.
- Maintains cleanliness of the reading room by proper use of supplies, such as dusters, brooms, and trash cans.