

Library Assistant

Job Title: Library Assistant

Supervisor: Lead Reference Librarian
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Job Description:

A library aid will assist library staff in cleaning and maintaining the library space as well as operational duties. Duties include, but are not limited to, the following:

Circulation Desk Duties: check books, magazines, videos, reserve materials in and out; answer directional questions, create library cards, update patron accounts, and other jobs as assigned.

Library Upkeep Duties: shelve magazines and books, put newspapers and periodicals out for patron use, front books, bring items in for repair, keep library clean and neat.

Miscellaneous Duties: special projects for the staff.

Physical Requirements:

While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 25 pounds on a regular basis and up to 40 pounds on an occasional basis.