

Caldwell – West Caldwell Public Schools

Job Description

Title: **Library Assistant**

QUALIFICATIONS:

1. High School graduate
2. Demonstrated aptitude for the work to be performed
3. Such other qualifications as may be specified

REPORTS TO: Media Specialist

RESPONSIBILITIES:

1. Type and process orders, reports, bibliographies, forms, library schedules, letters to publishers, etc.
2. Receive books selected for purchase by the Media Specialist
3. Maintain files
4. Manage collection of overdue materials, as appropriate
5. Make simple repairs on damaged books, and process more severely damaged books for repair at the bindery
6. Manage attendance in the Library/Media Center
7. Ready books for reserve based on teacher requests
8. Prepare current magazines for shelving and maintain the back-number stacks
9. Assist in the annual inventory of library materials, and the preparation of lists of missing books and books to be discarded
10. Shelf incoming books
11. Assist in the day-to-day operation of the Library/Media Center
12. Maintain the current inventory of supplies and suggests items for acquisition as needed
13. Oversee the general neatness and attractiveness of the library and its displays
14. Other duties as assigned by the Media Specialist