



Library Assistant Position Description

Position Title: Library Assistant

Reports to: Director of Library and Archives

Position Summary: Assist in the maintenance and usage of the Club's circulating and non-circulating library materials, and facilitate the daily operations of the Business Information Center. This position requires an individual of exceptional intelligence, dependability, flexibility, diplomacy, and organizational skills.

Essential Functions:

- Process Library materials as they are checked in and out
- Assist with periodic inventories of Library materials
- Assist with the readers' advisory, and movie recommendation activities within the Library
- Shelf read and establish order of Library materials when able
- Manage room reservations for the Business Information Center when they are requested via phone, email, or in person
- Answer the phones in the Library, either personally fulfilling requests, or passing on appropriate messages or requests to the Director
- Attend to the electronic equipment in the Library and Business Information Center, referring more complex problems to the IT Department when necessary
- Contact members when materials are overdue, and make the Director aware of situations where materials are not returned and fines may be warranted
- Report to the Director when Library and Business Information Center supplies are low and in need of reordering
- Teach basic computer instruction lessons at the request of the Director
- Assist with Library programs and special events, such as the Scholastic Book Fair, the Library Military Benefit, and the Winter Youth Reading Program
- Assist in maintaining the Business Information Center and the Library, reporting to engineering or housekeeping any maintenance issues.
- Assist with the research needs of the Club and its members, either at the request of the Director, or when fielding reference requests via phone or email
- Refer Archives requests to the Director or the Archivist
- Assist other departments with projects as needed.
- Performs all other duties as assigned by employer.
- Upkeep of Newspapers Daily
- Label and upkeep of Crain's & Baron's
- Update the electronic board for Library and related events
- Letters of Introductions sent for reciprocal club usage on a daily basis

- Spreadsheets for record keeping regarding charges, over dues, hold, refunds, item requests, lost items, items on repair, letters sent for Mr. Hay invitations
- Send letters weekly on behalf of membership for potential members
- Audits for magazines, dvds, check out items and over due
- Daily upkeep of in-stock hold items
- Correspond with members regarding renewal, hold, items cataloged, and various requests
- Upkeep with maintenance of the BIC (cleaning, rebooting computers, keep paper filled, Club publications, all supplies.
- Direct members and overnight guests to BIC reserved rooms and supervise the smooth transition as designated times are allotted.
- Inform & Enforce the policy guidelines for the BIC/Library
- Correspond with management regarding upset or non-compliant member and guests
- Clean BIC/Library area of general debris and trash
- Check status of members and verify with management for suspended, or over 60 days of non-payment
- Assist with Wi-Fi questions and trouble shooting
- Liaison with members/guests and management for complaints, concerns or suggestions for various club departments (ex. if member(s) would like a new wireless printer and/or complaint about printer not working; not in color)
- File magazines, record in Alex, and distribute all incoming mail for Library/BIC and occasionally other departments

Qualifications and Skills:

Experience: one year or more of related library experience preferred

Additional Skills: Must be computer literate and able to show working knowledge of Microsoft Office programs and demonstrated familiarity with library and archives computer systems and databases. Strong writing and research skills, great organization, and interpersonal skills are a must.