

## **LIBRARY AIDE**

Code No. 4-18-043  
NON-COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is an aide position responsible for conducting programs involving children, teenagers and adults. Employees also assist the library staff with a variety of activities. The employee reports directly to and works under the direct supervision of a librarian. Supervision of others is not a responsibility of this class. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related work activities may be performed although not listed.)

Assists in the planning and implementation of book, film, record, video, computer orientation, and other programs at the library;

Assists at circulation desk, charging materials in and out, collects fines, refers patrons;

Recruits children for participation in library programs;

Assists in arranging transportation for children;

Operates a variety of audio-visual equipment and demonstrates materials for all library patrons;

Assists library patrons in the selection of material and equipment for their use;

Assists library patrons to understand basic concepts in using library computer hardware and software;

Confers with members of the community to determine areas of interest and needs in the development of library programs;

Assists with library promotion by designing posters, signs and displays;

Performs simple clerical tasks such as filing, inventorying, shelving.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of library materials and equipment; working knowledge of library programs and activities; ability to operate personal computers and audio-visual equipment; ability to make posters, signs and other promotional material; ability to work well with people of all ages; ability to communicate effectively; courtesy, creativity; physical condition commensurate with the demands of the job.

**MINIMUM QUALIFICATIONS:** EITHER:

- (A) Graduation from high school or possession of an equivalency diploma; or,
- (B) Three months full time paid or its part time or volunteer equivalent experience working in a library directly related to professional library operation. Acceptable titles include, but are not limited to, Library Clerk, Library Page, Library Aide.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

**REVISED:** February 28, 1985  
**REVISED:** October 15, 1987  
**REVISED:** December 14, 1993  
**REVISED:** August 5, 2004