

MUNISING SCHOOL PUBLIC LIBRARY

810 STATE HWY. M-28 W. SUITE A

MUNISING, MI 49862

906-387-2125

www.msplonline.org

906-387-5179 FAX

Public Library Aide Job Description

1. Circulation Services

- a. Check materials out & assist patrons in selection of materials needed
- b. Notify patrons of overdue materials fines, collect and account for funds received
- c. Issue library cards and maintain records based on patron eligibility
- d. Assure that materials are checked in and correctly shelved
- e. Enter circulation statistics into Excel database
- f. Ability to retain and follow circulation policies and procedures

2. Cataloging Services

- a. Add materials to the collection from donated materials as directed
- b. Add holdings to automated library catalog if a bibliographic record is there
- c. If no bibliographic record, search Smartport for copy cataloging record
- d. Add magazine holdings
- e. Manage McNaughton account of monthly bestsellers based on patron requests
- f. Assist Director with collection maintenance and development, inventory and weeding
- g. Process newly cataloged materials for shelving and perform needed repairs to others

3. Reference Services

- a. Assist patrons with Microfilm reader/printer/scanner, local resources, and online databases
- b. Assist patrons with automated card catalog
- c. Assist patrons in using computers, laptops, wireless and e-devices
- d. Assist patrons with using library apps and digital platforms
- e. Assist patrons in finding needed materials, placing holds, and general reference questions

4. Programming Services

- a. Assist Director in planning, advertising, and implementation of Library Programs
- b. Assist Director with displays of materials and informational resources
- c. Act as coordinator for program presenters during the shift as needed
- d. Assist with special events/programs
- e. Coordinate Summer Reading Program
- f. Must have the ability to deliver library programs and speak before groups as needed

5. Miscellaneous Duties

- a. Supervise any volunteers or pages and instruct them on shelving of materials, etc.
- b. Submit weekly article to the Munising News and upload to website
- c. Participate in keeping the Library orderly and neat
- d. Must have the ability to maintain confidentiality and use appropriate judgment in handling information and records
- e. Ability to work accurately with attention to detail
- f. Ability to arrange items in alphanumeric and/or subject order
- g. Must be willing and able to be flexible in schedule and duties as directed