

LIBRARY ASSISTANT

GENERAL DESCRIPTION OF DUTIES

To help members of the public visiting the library and assist in library routines, maintaining an effective service in a pleasant environment.

SKILLS REQUIRED

- . Proficiency in IT
- . Attention to detail and good organisational skills
- . Ability to work with minimal supervision
- . Adaptability to changes working systems
- . Commitment to the equality and diversity of the local community
- . Communication and interpersonal skills (happy to engage with a variety of people of all ages, including young children, demonstrates patience and understanding , enjoys working as part of a team)

DETAILS OF DUTIES

- . Lend and collect books, periodicals, videotapes, and other materials
- . Maintain records of items received, stored, issued, and returned
- . Catalog new books and other materials
- . Assist in the preparation of book displays
- . Return books to shelves
- . Assist new patrons to register so they can borrow books and other materials
- . Enter and update patrons' records on computers
- . Locate library materials for patrons
- . Send out notices and accept fine payments for lost or overdue books
- . Inspect returned books for condition and due-date status, and compute any applicable fines
- . Repair books, using mending tape, paste, and brushes
- . Answer routine inquiries
- . Affix address labels and mail books to library patrons
- . Perform clerical activities such as filing, typing, word processing, photocopying and mailing out material, and mail sorting

REGULARITY OF DUTIES

One day a week from 14h to 18h. On-the-job training will be provided.

REFERENCES

One reference will be required prior to the volunteer undertaking the role. This will be someone who has known you in a personal, work or voluntary capacity for at least one year. DBS will be required.