

Gill Memorial Library

145 E. Broad Street • Paulsboro, NJ • (856) 423-5155

Library Aide Position

Reports to: Director/Librarian and Library Assistant, Gill Memorial Library

JOB DESCRIPTION

Daily Operation of the Library:

Circulation:

- Retrieves mail, books, and other materials from the Library book drop.
- Checks in all Library materials.
- Processes patron holds, including printing the daily holds lists, contacting patrons, and packing inter-library loans for delivery.
- Works at circulation desk processing check-ins and discharging library materials.
- Collects library fines.
- Checks phone messages and answers the Library's phone to refer patrons to other Library staff.
- Performs general materials shelving.
- Assists patrons in locating books and other Library materials.
- Keeps count of patron attendance.
- Makes copies for patrons.

Technology and Building Maintenance:

- Assists in the general opening and closing of the Library building.
- Starts and shuts down the Library's circulation ILS database and PC reservation software.
- Ensures technology is properly turned on or shut down for the day.
- Maintains building security.
- Starts, monitors, and shuts down all security systems for the Library building.
- Generates and distributes guest passes for patron computer use.
- Assists patrons with computer instruction, i.e. research, printing, résumés, and Microsoft Office.
- Maintains order and cleanliness of all Library areas. Dusts shelving.

Other Assignments:

General Duties:

- Assists with weeding, shifting, and inventories of library materials.
- Communicates effectively with patrons and other Library staff.
- Assists with processing new library materials, i.e. labeling, covering, and repairing books.
- Assists with children, teen, and adult programming at the Library.
- Completes any special projects the Director or Library Assistant may assign.

TO APPLY

Please fill out the Gill Memorial Library Application posted on the Borough of Paulsboro website or receive a paper copy at the Gill Memorial Library.

Applications may be returned to the Gill Memorial Library or to the Borough of Paulsboro.