

Aurora Free Library Substitute Library Aide Job Description

Library Patron Services

- Provide all patrons with excellent customer service.
- Assist patrons in book/material selection.
- Register patrons and issue cards.
- Assist patrons in on-line catalog searches and with interlibrary loan requests.
- Provide basic reference services.

General Library Duties

- Cover circulation desk.
- Check in, check out and shelve materials.
- Process holds requests.
- Tally number of patrons who visit library.
- Answer phone and empty book drop.
- Be familiar with all library operations including opening and closing procedures.
- Process materials as directed.
- Straighten library displays and furniture as needed to maintain organized and attractive environment.
- Assist librarians with other tasks as needed.

Library Technical Services

- Familiar with Polaris.
- Be comfortable with PAC (on-line card catalog) and assisting patrons in using it.
- Have sufficient technical skills to assist patrons with library computers, copy machine, fax machine and ereader help.

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