**PART-TIME LIBRARY ASSISTANT**

Following is a listing of basic job duties for the position of part-time Library Assistant at the Spring Green Community Library. It should be understood that this listing includes, but is not limited to, the stated duties. All staff are required to perform other duties as assigned.

* Processing Delivery
* Checking in materials and shelving
* Checking out materials for patrons
* Registering new patrons
* Filling Holds Alerts and processing Shelf Holds Alerts
* Resetting Internet workstations and basic troubleshooting on these stations, as required
* Assisting patrons who require help placing holds
* Scheduling the Community Room and providing applications for group use of that room. Applications are to be approved by the Library Director.
* Providing the key to the Community Room for approved groups
* Opening the Community Room for patrons who wish to view exhibits
* Opening and closing the library according to established procedures as your scheduled hours require

As a part-time library assistant, you are paid to perform only library duties while you are at the library. It is your responsibility to empower patrons to help themselves. This to be accomplished by not spending an undue amount of time with any individual patron to the detriment of other patrons, your fellow staff members or the timely performance of your assigned job duties.

Finally, all library employees are to report to work in sufficient time that they will be signed in, have personal items put away, and be in position to perform their duties at their assigned starting time.