

# **Burgettstown Community Library**

Please send resume to [Librarian@burglibrary.org](mailto:Librarian@burglibrary.org)

## **Job Duties and Tasks for: "Library Assistant"**

- 1) Lend and collect books, periodicals, DVDS, and other materials at circulation desk.
- 2) Enter and update patrons' records on computers and issue new library cards.
- 3) Sort books, publications, and other items according to established procedure and return them to shelves, files, or the appropriate designated areas.
- 5) Locate library materials for patrons, including books, DVDs.
- 6) Instruct patrons on how to use on line catalog and Overdrive, e-book system.
- 7) Assist patrons with any photocopying, scanning, or faxing they may require.
- 8) Prepare any crafts required for summer programming, mostly involves cutting out materials, assembling crafts, and organizing and counting them for use during programs.
- 9) Working and supervising children to ensure they are on task and following instructions.  
(Basically involves ensuring that they are not running around our building or doing anything that would jeopardize their safety.)