



Library Job Function

Library Assistant V

Grade 52

Summary

Under direction, performs a combination of complex duties to provide access to collections and/or to engage in the processing of library materials for a specific area within the library requiring an understanding of library-wide procedures and a specialized knowledge in a subject area, language or library function. Work is performed within broad parameters defined by general organizational requirements and established practices and precedents.

Typical Duties

1. Oversees and performs the day-to-day clerical and/or processing function for an area or unit and maintains related records and statistics.
2. Serves as a source of information on established policies and procedures for library patrons and staff. may assist in the planning and implementation of new policies and procedures.
3. Provides reference assistance to users and instructs in the use of catalogs and electronic information resources, may assist in the development of appropriate bibliographic or information guides to facilitate access to collections and/or other resources.
4. Assists in the acquisition and/or cataloging of materials within established guidelines. May prepare invoices for payment. Identifies and assist in researching acquisitions problems with vendors and various financial personnel.
5. Resolves complex problems resulting from incorrect, incomplete or conflicting bibliographic data. maintains, verifies and corrects entries.
6. Keyboards forms and letters, composes original correspondence.
7. Performs advanced binding, book repair and conservation techniques. under direction, may perform bibliographic searching of a variety of sources in support of preservation decision making, performs bibliographic control for material receiving preservation treatment.
8. May assist in hiring training, scheduling and distributing work of other staff members, students, casuals and temporary workers.
9. Contributes to unit goals by accomplishing related duties as required.

Typical Requirements

Education: College degree preferred.

Skills and Experience: Previous library or related work experience required. May require reading knowledge or competency with one or more foreign languages, subject, or technical competence and/or supervisory ability.

Note: This is a model job description reflecting a sample of typical duties. It is intended to suggest a general level of skill and complexity and as such is not a substitute for the local, specific descriptions for individual jobs.

Other [HUCTW generic job descriptions](#) can be found in HARVie's Union Contracts section.