

Library Assistants and Clerks

Library Assistants and Clerks are professionals who support the daily operations of libraries by assisting patrons, organizing materials, and maintaining records. They help ensure that library services are accessible, resources are properly managed, and users can efficiently locate and utilize books, digital media, and other information resources.

Duties and Powers

- Assist patrons with locating books, digital resources, and reference materials.
- Check in and check out library materials, managing circulation records.
- Organize, catalog, and shelve books, periodicals, and other library items.
- Maintain accurate records of library inventory and update databases.
- Assist with library programs, events, and educational activities.
- Handle overdue materials, fines, and lost item reports in accordance with library policies.
- Operate library equipment such as computers, scanners, and printers for patron use.
- Respond to inquiries via phone, email, or in person regarding library services.
- Support library staff with administrative tasks, filing, and recordkeeping.
- Ensure adherence to library policies, safety guidelines, and confidentiality standards.