

Job Title: Library Aide

Department or Organization: HCC Library

Supervisor: Mary Dixey

Office: Donahue 208

Phone: 413-552-2260

Email: mdixey@hcc.edu

Desired No. of Hires: 1-2

Designee: Rebecca Hardy

Office: Donahue 206

Phone: 413-552-2261

Email: rhardy@hcc.edu

General Job Description:

Multiple positions working in various areas of the library, can include assignments in more than one area in a given shift.

Detailed List of Duties:

At the circulation desk, check out/in library materials using an automated system, answer user questions; answer phone calls. At the reference desk, troubleshoot & resolve computer problems. Pick up mail from Office Services; help process new books (i.e. adhering barcodes, date due slips & book jackets); de-accession material (undoing everything that is done to get items ready to circulate); weed books. In Archives, work on archival files. Other duties can include photocopier maintenance and straightening up the library.

Opportunities for Advancement: Ability to develop customer service skills, learn an automated library system and the Library of Congress classification system; learn new technology skills; learn archival and technical processing techniques.

Responsibility Involved: Accuracy, attention to detail, confidentiality and dependability are a must. Ability to follow instructions, to exercise good use of personal judgment, and to communicate and deal courteously with people are fundamental prerequisites.

Skills and/or previous experience desired: Ability to interact well with library patrons and staff is essential, good personal manners are required, ability to follow directions is a must, knowledge of computer hardware & software and knowledge of Microsoft Office Suite helpful, Comfortable with Moodle.

Amount of supervision required:

Regular Occasional Minimal

Hours desired to cover (evening, weekend, etc.): Shifts usually between 8:30 A.M. – 3:00 P.M. Monday – Friday.

How to Apply: Contact designee Rebecca Hardy listed above.

Completed and Submitted By:

Mary Dixey
Print Name of Supervisor

Dean of Library Services
Title

April 23, 2024
Date

Please return completed form to drosado@hcc.edu