

**Job Title:** Library Aide  
**Department or Organization:** HCC Library  
**Supervisor:** Mary Dixey

**Desired No. of Hires:** 3-4

**Designee:** Rebecca Hardy

**Office:** Donahue 208  
**Phone:** 413-552-2260  
**Email:** [mdixey@hcc.edu](mailto:mdixey@hcc.edu)

**Office:** Donahue 206  
**Phone:** 413-552-2261  
**Email:** [rhardy@hcc.edu](mailto: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](mailto:drosado@hcc.edu)