

## Library Student Assistant

### Duties:

1. Shelving books
2. Keep current periodicals in order alphabetically and chronologically
3. Assist library users to locate materials through the use of the library catalog and databases
4. Maintaining shelving areas (dusting, straightening, moving books, other necessary maintenance)
5. Keep books in proper order
6. Follow periodical desk procedures
7. Filing, typing (using both computer keyboard and typewriter)
8. Searching the online catalog
9. Operate and explain copier, microfilm and micro-fiche reader/printers
10. Jobs assigned as needed to assist full-time personnel

### Specific Assignment Examples:

1. Shelf and maintain order of bound and unbound periodicals
2. Keep microfilm/fiche in order or shift as directed
3. Keep "New Books" section in order
4. Keep paperback collection in order
5. Keep newspapers in order by title and dates & remove as directed
6. Search catalog by author-title for duplicates
7. Shelf books and be responsible for shelf maintenance in a specific area

### Qualifications:

1. Education – Current LCU student
2. Must have work-study eligibility
3. Experience – Work with public preferred
4. Knowledge, skills, abilities
  - a. Willingness to work
  - b. Average academic standing
  - c. Average extra-curricular activities
  - d. Able to work 8-10 hours per week as assigned according to class schedule
  - e. Able to work at least one night or weekend shift. No exceptions.
  - f. Able to follow detailed instructions

### Physical Requirements:

1. Able physically and emotionally to provide 4 consecutive hours of public service involving listening, speaking, lifting, bending, and stretching.
2. Exposed to dust, fumes, mechanical and electrical hazards
3. Able to read difficult source materials from screens and in poor lighting
4. Able to climb stairs

### Advantages:

1. Receive extensive training in use of library resources which will be helpful for personal research as well as helping others
2. Develop people skills and work ethics useful for future employment
3. Receive references for future employment
4. Work schedule set around class schedule
5. On-campus – no extra driving