

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE  
**LIBRARY ASSOCIATE**

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**DEFINITION**

Performs a variety of para-professional library duties in a state library; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

**WORK EXAMPLES**

Instructs patrons in the use of the library; provides information on library services, guides, and the availability and physical location of library materials.

Maintains records of library services, volumes in collection and circulation of materials for use in compilation of statistical and cost reports.

Assists librarian and technical staff in; revising listings and adding copies of volumes to update collections and file systems.

Prepares bibliographies and booklists; searches library resources and identifies and describes publications.

Provides reference and research services for patrons; locates and reserves material and answers questions on various subjects; searches for books and periodicals containing information on specified subjects.

Suggests the selection of books, magazines, films, records, and tapes for acquisitions that meet the needs of the library and its patrons; reads book reviews, publishers' catalogs; previews films, and listens to tapes and records.

Organizes and conducts group bibliotherapy sessions to motivate and assist institutional residents in the use of library services; previews books and materials.

Classifies manuscripts and documents to prepare for future use or storage; assigns accession numbers and arranges alphabetically or numerically; lists and briefly describes materials to indicate central idea.

Maintains current information files on various subjects; classifies and assigns subject headings to new additions.

Performs routine cataloging duties; applies appropriate guidelines to assign call numbers in accordance with library's cataloging and classification system.

Guides or assists new employees and other staff in related duties.

**COMPETENCIES REQUIRED**

Knowledge of library practices and procedures.

Knowledge of guides to library materials.

Knowledge of the basic principles of cataloging and classification of library materials.

Knowledge of basic library reference and research methods and materials.

Knowledge of literature resources.

Ability to acquire a knowledge of the functions, characteristics, services, and collection of materials of the library where employed.

Ability to exercise good judgment in the application of library resources and guides to various work situations.

Ability to use automated cataloging systems.

Ability to establish and maintain courteous personal contacts with library patrons.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

High school graduation or G.E.D. and two years of vocational training in technical or para-professional library work;

OR

an equivalent combination of education and experience substituting two years of full-time experience performing responsible supportive library tasks (similar to Library Aide) for the required vocational training;

OR

an equivalent combination of education and experience, substituting thirty semester hours coursework from an accredited college or university which included a minimum of three semester hours or equivalent in library science for each year of vocational training;

OR

employees with current continuous experience in the state executive branch that includes experience equal to twelve months of full-time work as a Library Aide.

Effective Date: 5/03 VA