

*Allen F Pierce Free Library*  
*Library Assistant Job Description*

The Library Assistant is charged with assisting the Director with the Library operation. The assistant is responsible for helping to maintain the library as a well-organized, user-friendly place where patrons like to visit.

- ~Greet patrons with a warm welcome.
- ~Assist patrons in finding in-house materials and online services, checking in and out materials, making copies and using computers.
- ~Shelve all incoming materials by the end of each day.
- ~Perform general office duties such as: answering the phone, sending faxes, taking messages, issuing library cards and maintaining the Bulletin Boards.
- ~Assist the Director as needed with inter-library loans and cataloging new materials.
- ~ Assist with Library programs, story time and special events.
- ~Process monetary donations and Memorial Gifts to the library.
- ~Assist the Director to complete yearly inventory of the collection, removing books from the collection as necessary
- ~Assist the Director in managing donated materials: determine if any donations are appropriate for adding to the library collection and catalog items. Discard decrepit books. Take the remaining books to the storage shed.
- ~In between professional cleanings of the library, perform light housekeeping, and vacuuming as necessary.
- ~Attend training sessions, workshops and meetings as required.
- ~Other duties as assigned.

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