

Volunteer Library Assistant

Position Overview

The Library Assistant supports the day-to-day operations of the Barber-Scotia College Library by providing excellent customer service, assisting students, faculty, and staff with library resources, and ensuring an organized and welcoming environment. This role involves clerical, technical, and service-related responsibilities that contribute to the effective functioning of the library and its mission to support teaching, learning, and research.

Key Responsibilities

- Greet and assist library patrons with locating, borrowing, and returning materials.
- Provide guidance on the use of library resources, including catalogs, databases, and reference tools.
- Maintain accurate circulation records, including checkouts, returns, holds, and overdue items.
- Assist in shelving, organizing, and maintaining library materials in proper order.
- Support students and faculty in the use of computers, printers, and other library technology.
- Respond to basic reference questions and refer complex inquiries to professional librarians.
- Help maintain a quiet, respectful, and productive study environment.
- Assist with library programming, events, and workshops that promote academic success.
- Perform clerical duties such as data entry, filing, and maintaining inventory records.
- Monitor and report equipment or facility issues to the Director of Library Services.
- Support library initiatives that align with accreditation, student success, and institutional goals.

Qualifications

- High school diploma or equivalent required; some college coursework preferred.
- Prior library, clerical, or customer service experience strongly preferred.
- Familiarity with library systems, databases, and Microsoft Office applications.
- Strong organizational skills and attention to detail.
- Excellent interpersonal and communication skills.
- Ability to work independently and collaboratively in a team-oriented environment.

- Commitment to serving a diverse student body in a supportive and respectful manner.

Working Conditions

- Work is performed in an academic library environment.
- Must be able to lift and carry up to 20 lbs. and shelve materials at various heights.