

## JOB POSTING

KARNES COUNTY LIBRARY SYSTEM  
KENEDY PUBLIC LIBRARY  
303 W. MAIN ST.  
KENEDY, TEXAS 78119  
830.583.3313

### Library/Summer Aide - Part-Time Position

Kenedy Public Library is seeking a qualified individual as a Library Aide.  
This is a part-time help position.

- Pay scale is \$12.00 per hour (29 hrs per wk, approximately 25 wks)
- Responsibilities include but are not limited to:

Knowledgeable of computer skills  
Provide assistance to patrons at public computers  
Assist patrons locating library materials  
Assist patrons with catalog searches  
Check in/out library materials  
Shelve library materials in appropriate area  
Answer phone and take messages  
Make photo copies  
Operate fax machine  
Laminate  
Scan & email  
Handles registration of new library cardholders & issues library cards  
Collects and records all fees for copies, fines, lost or damaged materials, laminate, scans, and faxes.  
Assisting in planning & organizing children's programs  
Decorate bulletin boards and displays  
Housekeeping (cleaning restrooms, sweeping, mopping)  
Any other library duties requested by Library Director or Library Clerk

#### Requirements:

- High school diploma, or in the process of obtaining a diploma, or GED
- Basic reading skills
- Writing skills
- Interpersonal skills

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LIBRARY/SUMMER AIDE  
JOB DESCRIPTION

General Summary:

Library/Summer Aide will be under the supervision of Library Director. In such case the Director is out, Library/Summer Aide will be supervised under the direction of the Library Clerk.

Aide's duties will include helping library patrons/visitors in finding materials, cataloging materials, and any other library duties requested by Library Director or Library Clerk.

I. Front Desk Duties:

- Check in/out library materials
- Shelves library materials in appropriate areas
- Answer phone and take messages
- Helps patrons locate information & materials (research on computer, or on book shelves)
- Assist patrons on how to use Catalog computer
- Informs and assist patrons about E-books downloads
- Assists patrons on how to download and make copies of documents from patron's/visitor's own devices
- Make photocopies
- Laminates
- Operate fax machine for patrons
- Collect and record all fees for copies, fines, lost or damaged library materials, faxes, donations, replacement cards, and lamination
- Handles the registration of new library cardholders and issue library cards, and/or makes replacements cards. (New members must be approved by Director or Clerk)
- Assist patrons with Microfilm Reader
- Sign-in all computer users (children under the age of 12 must have a parent, or guardian accompany them to use library computers)
- Inform the Director of any problems relating to library patrons
- Refer patron complaints to the Library Director
- Reserve library books for patrons
- Files computer usage and DVD forms

- Assists in planning, and organizing with any library programs (Cut-outs, prizes, games, Storytime reading, and assists with crafts -- Summer Reading Club, Tween, Toddler...)
- Records data entry on SRC log sheets for participants
- Contacts parents and children when special library program activities
- Deletes and weeds out data information of discarded library materials

## II. Interlibrary Loans

- Records and contacts patrons on ILL received

## III. Miscellaneous Duties:

- Decorate bulletin boards and displays
- Housekeeping (dispose trash, vacuum, dust, sweep, and mop)
- Cleans computer stations, keyboards, and monitors
- Cleans aquarium tank as needed
- Assists with inventory after SRC program
- Books and maintains Daugherty Meeting room
- Work in a congenial manner with staff
- Any other duties requested by Director or Assistant

## IV. Telephone Usage

- Limit local calls
- Set Cell Phones on vibrate

## V. Computer Usage

- Only to assist patrons, or when asked by library staff to look up information
- Personal computer usage is not allowed during working hours.