

# Library Assistant



**Health**  
South Western Sydney  
Local Health District

## What is a Library Assistant?

A library assistant works as part of a service team, assisting the librarians and library technicians with library and office tasks and procedures.

## What Qualifications do you need?

There are no formal qualifications required to work as a library assistant but to enhance skills and employment prospects it is recommended to undertake a Certificate II or III in Information and Cultural Services or Certificate IV in Library, Information and Cultural Services (which can be followed by completion of the Diploma of Library and Information Services to become a library technician) offered at TAFE.

## Typical Tasks may include

- Sorting items according to classification or catalogue numbers and returning books, magazines, CDs, DVDs, tapes, films to shelves or other storage areas
- Issuing items from the library collection to clients through use of a computerised Library Management System
- Sending out overdue notices to clients
- Inspecting returned items for damage and make minor repairs where required
- Issuing library cards to clients
- Answering telephone enquiries
- Assisting librarians and library technicians with information enquiries
- Assisting with outreach services, such as a 'home library' service for people who are not able to visit the library due to illness or disability
- Assisting in children's work and story times
- Operating and maintaining photocopying and printing machines
- Managing and maintaining audiovisual equipment
- Assisting in the development of publicity displays and multimedia kits
- Unpacking new materials and sorting mail
- Assisting in accessioning of print and non-print materials
- Using electronic information management and cataloguing tools for data entry
- Performing interlibrary loan functions, including searching databases such as Libraries Australia

## Career Opportunities

Library assistants are employed in public libraries, government libraries, special libraries, school libraries, university libraries and by some private companies. Many vacancies for library staff require applicants to have library experience, so undertaking work experience and/or voluntary work in a library is recommended. Library assistant positions may be full-time, part-time or casual.

## Personal skills required of a Library Assistant

- Good basic computer skills
- A practical, logical approach to work
- Good organisational skills
- Good communication skills
- Able to work under pressure
- Good customer service skills
- Ability to work in a team environment