

## CONVEYANCE AIDE

**Date Prepared:** November 2021

**Reports to:** Page Supervisor

**Subordinates:** None

**Level:** 103

**Status:** Non-exempt

**Nature and Scope:** Performs routine work in shelving library materials, unpacking and sorting inter-library loan materials, packing and checking in inter-library loan materials, and transporting library materials between the Main Library and West Lafayette Branch.

**Principal Accountabilities:** Sorts and shelves library materials and reads and straightens shelves; unpacks/packs and sorts inter-library loan materials, including checking items in; transports library materials between the Main Library and West Lafayette Branch; operates infestation oven and cleans materials

**Essential Duties of the position:** (other duties appropriate to the classification may be assigned as necessary.)

- Sorts all returned library materials
- Places all returned material in its proper place on shelves, tables in bins, etc.
- Reads the shelves to ensure materials are in correct order
- Re-shelves and straightens improperly shelved books
- Pulls old issues of magazines prior to withdrawal
- Keeps public areas of the library in orderly condition by straightening tables and chairs, throwing away trash, and putting materials left on tables and shelves away
- Is available to run errands throughout the library and to the bank and mailbox
- Empties the outside book drop and video drop at assigned times
- Locks the Library according to a proscribed procedure at closing
- Helps with set up of special events as needed
- Delivers inter-library loan items from Main Desk to basement loading area
- Locks and unlocks doors for public meetings
- Puts out special display books for holidays and other special occasions
- Prepares items for shipping by wrapping, boxing, banding, etc. to insure items are packed securely
- Places items into shipping bags and boxes quickly and efficiently
- Determines the proper shipping destination for all outgoing items
- Unpacks bags and boxes from Ohio libraries quickly, efficiently, and accurately
- Delivers items for patrons to the Main Desk and the Children's Room
- Sorts unpacked items, using the integrated library system to check in those that are part of the SEO library consortium
- Delivers the items from non-SEO libraries to the Reference Librarian

- Delivers library materials using personal vehicle between the library locations in Coshocton and West Lafayette
- Completes monthly form for government rate gas mileage reimbursement
- Cleans library items using necessary materials and equipment
- Other duties as assigned

**Acceptable Skills, Knowledge, and Abilities:**

- Knowledge of or ability to readily acquire library routines, rules, procedures, policies, and practices and apply them
- Ability to quickly and correctly place items in correct alphabetical and numeric order
- Ability to maintain tactful and courteous relations with the public
- Computer and typing skills
- Ability to work with great efficiency and accuracy
- Ability to keep workspace neat and orderly
- Neat appearance that is appropriate to work with the public
- Ability to communicate and work with other library staff effectively
- Ability to lift 40 lbs.
- Proof of valid driver's license and automobile liability insurance
- High school diploma or GED