



STATE OF NEW YORK
DEPARTMENT OF LABOR

APPENDIX A

LIBRARY ASSISTANT (FACILITY)
D.O.T. CODE 249.367-046

This training outline is a minimum standard for Work Processes and Related Instruction. Changes in technology and regulations may result in the need for additional on-the-job or classroom training.

WORK PROCESSES

	<u>Approximate Hours</u>
A. <u>Ordering Materials</u>	40
1. Checking off what was received (storehouse inventory) against order.	
2. Ordering serials, periodicals, newspapers, under supervision of Librarian.	
B. <u>Circulation</u>	160
1. Entering records into database, card catalog, making up cards, book binders, typing and inserting pocket, preparing materials for circulation.	
2. Sorting collection materials.	
3. Reshelving books, shifting stacks; weeding out obsolete materials. Checking library shelves to ensure books are in proper place.	
4. Organizing special collections, files, music, etc.	
C. <u>Maintaining Periodical Collection</u>	120
1. Receiving, checking in and preparing in-coming materials (binding printed matter – optional).	
2. Organizing and displaying periodicals.	
3. Recommending, ordering and selecting periodicals, insuring periodicals are neatly displayed.	
4. Assisting patrons in locating and library papers and periodicals. Maintaining back files of magazines.	
D. <u>Working Circulation</u>	600
1. Registering library patrons; checking out materials, checking in materials, keeping statistics.	
2. Issuing procedures and (related equipment – optional)	
3. Reviewing and compiling overdue materials list.	

<u>Library Assistant (Facility) – Continued</u>		<u>Approximate Hours</u>
D.	<u>Working Circulation</u> - Continued	
	4. Entering circulation data into computer.	
	5. Using hardware and software such as Cir+ and Follett Unison and Bibliophile.	
E.	<u>Assisting with Reference</u>	140
	1. Becoming familiar with reference and general collection.	
	2. Assisting library users; orienting and teaching library users, i.e., assisting in use of Interlibrary Loan Computer (bibliographic instruction) CD Rom Materials.	
	3. Applying Reference and Reserved check-out procedures where applicable.	
	4. Reader's Advisory.	
F.	<u>Cataloging</u>	120
	1. Learning Dewey Decimal classification system.	
G.	<u>Special Collections</u>	200
	1. Classification, use and care of the following materials.	
	a. Music, records, tapes and discs	
	b. Pictures	
	c. Videos, documentaries, training tapes	
	d. Directories	
	e. Pamphlet file	
	f. Foreign language materials, Spanish, Chinese, Russian, etc.	
	g. Government documents	
	h. Maps	
	i. Microfilm/fiche	
	j. Computer Software	
H.	<u>Interlibrary Loans</u>	80
	1. Request procedures	
	2. Checking Public Access Catalogs	
	3. Preparing Interlibrary loan request forms	
	4. Preparing materials for returning to lender library	
	5. Preparing statistics for monthly report.	
I.	<u>Other Clerical Duties</u>	120
	1. Typing memos, word processing, keyboarding skills.	
	2. Data entry of catalog information.	
	3. Learning of L.O.C. (Library of Congress) filing rules	
	4. Proper procedures and handling of copies	
	5. Scheduling	

<u>Library Assistant (Facility) – Continued</u>		<u>Approximate Hours</u>
J.	<u>Customer Service</u>	300
	1. Resolving customer disputes, people skills and using flexibility.	
	2. Dealing with the general public using tact and courtesy	
	3. Providing information to the public on library policies and procedures.	
	4. Reference interview process	
	5. Patron feedback	
	6. Previewing library for new materials and catalogs.	
K.	<u>Repairing Books and Other Library Materials</u>	80
	1. Repairing book spines and labels	
	2. Repairing torn and loose pages	
L.	<u>Outreach Services</u>	40
	1. Applying procedures for Special Housing Unit, Medical Unit and other segregated populations.	
	2. Filling requests, selecting, delivering and maintaining collections.	
Total Hours		2000

Apprenticeship work processes are applicable only to training curricula for apprentices in approved programs. Apprenticeship work processes have no impact on classification determinations under Article 8 or 9 of the Labor Law. For guidance regarding classification for purposes of Article 8 or 9 of the Labor Law, please refer to <http://www.labor.state.ny.us/workerprotection/publicwork/PDFs/Article8FAQS.pdf>.

APPENDIX B
LIBRARY ASSISTANT (FACILITY)
RELATED INSTRUCTION

First Aid (minimum 6.5 hours every 3 years)
Fundamentals
Job-Specific Safety Issues
Cultural Diversity
Interpersonal Communications
Typing
Filing
Computer Skills
Collection Maintenance
Cataloging
Circulation Control
Orientation to the Library
Purchase Ordering
Serials Control
Reference Services
Materials Management
Interlibrary Loans
Inventory
Book Processing
Special Collections
Customer Service
Outreach Services
Public Relations
Supervision
Shelving
Operating Office/AV Equipment
Writing Skills
Sexual Harrassment Prevention Training (minimum 3 hours)

A minimum of 144 hours of Related Instruction are required for each Apprentice for each year.