



Two Rivers Public School District  
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## INTERNAL JOB POSTING

### Elementary LMC Library Aide

**Job Summary:** Help the Library Media Specialist with the day-to-day operation of the Library Media Center. Provide weekly lessons to elementary classes. Help supervise and assist students with projects and assignments using materials and technology. Assist staff with materials and equipment needs.

**Job Duties:** Tasks carried out by the library aide under the supervision of the Library Media Specialist include the following:

**Clerical** and other:

- Prepare correspondence from library
- Sort mail and prepare packages for mailing
- Photocopy
- Laminate materials
- Answer phone / take messages
- Answer emails
- Take care of basic maintenance in the LMC and general supplies
- General upkeep of LMC

**Systems Operation**

- Use Alexandria Librarian for daily library collection management
- Use BookFlix, MackinVIA and Destiny Discover for library eBook collections

**Circulation Procedures**

- Check materials out/in
- Shelve returned materials
- Print and distributes weekly overdue list

**Collection Maintenance**

- Shelf reading
- Data entry
- Process and display books
- Create library displays and bulletin boards
- Repair and mend books and spine labels
- Help with inventory and weeding

Process new books and materials after Librarian has cataloged them

Help inventory library materials

Know the collection well enough to make purchasing suggestions

**Contact with Students**

Provide weekly library lessons to classes

Promote LMC resources, books, and reading

Answer basic reference questions

Assist student searches in locating materials in the library: either on-line, through the online catalog or eBooks

**Contact with Staff**

Help staff with questions

Promote LMC resources, books, and reading

Pull books for special collections and assignments

**Interested staff should forward a letter of interest to Dana McLinn's email.**

**Deadline for letter of interest is Friday, August 14, 2020.**

The Two Rivers Public School District is an Equal Opportunity Employer