Department:	Norfolk Public Library
Title:	Library Aide
Location:	Various branch locations
Hours:	During library hours
Description::	Assist staff with patrons and keeping shelves up-to-date and organized
Essential Functions:	Assist library patrons with catalog, photocopier, microfilm/microfiche reader/printer
	Locate materials on file and on shelves
	Sort, file, and replace library materials using Dewey Decimal system classification
	Load, unload and transport materials using a book cart
	Assist staff with weeding books from collection
	Pack and label boxes of withdrawn materials Repair/mend books
	Perform assigned duties as required
Education/Experience/Skills:	Ability to arrange items in numerical or alphabetical order
	Willingness to become familiar with the Dewey Decimal system
	Physical ability to push, bend, reach, and lift books
	Familiar with a personal computer and basic keyboard proficiency
	Additional training will be provided by NPL
Closing Date:	Ongoing
Contact Information:	Amanda Lloyd, Volunteer and Training Coordinator
	amanda.lloyd@norfolk.gov
	757-664-7328 ext. 320
Webpage Links:	www.npl.lib.va.us