Bexley Public Library

Library Aide
Job Description
Rev. November 2026

Position Title:	LIBRARY AIDE
FLSA Status:	Non-Exempt
Reports to:	Manager, Public Services
Compensation	$14.63/hour
Schedule:	12 hours/week

PURPOSE OF WORK

Under direct supervision, the Library Aide helps ensure smooth and efficient library operations by assisting with daily activities, including material care, circulation, and marketing. This position also provides basic assistance to patrons. Please note: This role is exclusively reserved for current students

ESSENTIAL POSITION FUNCTIONS*

Supports Bexley Public Library's (BPL) goals, objectives, and mission:

1. Demonstrates a consistently welcoming, approachable, and helpful attitude toward patrons and colleagues.
2. Exhibits an appreciation for teamwork by sharing information and seeking understanding to enhance team efficiency and quality outcomes.
3. Responds to patron questions and situations in accordance with library policies and in a manner that enhances the reputation of the Library as a public service organization.

Performs duties related to the care and maintenance of BPL's collection:

1. Checks in, sorts, and shelves materials accurately and on time.
2. Locates, processes, and distributes library materials accurately and efficiently.
3. Maintains and organizes the collection by actively shelving, shelf-reading, shifting, and straightening materials while collaborating with team members to ensure orderly library spaces.
4. Inspects returned items for condition; cleans, repairs, and discards materials as needed.
5. Creates attractive and timely displays; merchandises library materials.
6. Processes various reports and assists with various projects, as assigned.
7. Prepares the location for opening and closing by straightening furniture and shelves, restocking displays, and picking up debris.
8. Performs additional duties as assigned.

REQUIRED SKILLS & ABILITIES

1. Ability to follow verbal and written directions.
2. Good oral and written communication skills.
3. Willingness to exceed expectations, create positive results, and complete tasks efficiently and independently.
4. An appreciation for teamwork by sharing information and seeking understanding to enhance team efficiency and quality outcomes.
5. Ability to maintain confidentiality and use appropriate judgment in handling patron information and records.
6. Ability to work accurately with attention to detail.
7. Ability to arrange items in alphanumeric and/or subject order.
8. May require a work permit if under age 18.
9. Ability to retain and abide by organizational policies and procedures.

EDUCATION & EXPERIENCE

Entry-level position, no previous experience required. Volunteer or previous customer service experience preferred.

PHYSICAL DEMANDS

1. Regularly lift, carry, and reposition objects and packages weighing up to 30 pounds.
2. Push, pull, and guide loaded mobile book carts weighing up to 150 pounds on a daily basis.
3. Stand for prolonged intervals and perform continuous physical motions—including bending, reaching, climbing, and squatting throughout a shift.
4. Sustain prolonged sitting and focused screen time to operate standard computer systems and office machinery as needed.

WORKING CONDITIONS

1. The majority of work is performed in a general Public Library/office environment.
2. Requires availability for extended hours, evenings and/or weekends, as needed.
3. Requires periodic attendance and participation at events and training.
4. Weekend and evening work are typically a part of the schedule.

*This position description is not intended to be a complete list of all responsibilities, skills, or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of Bexley Public Library. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of this position.