

Position Summary:

Provides front-line circulation services, cataloging functions of library material, interlibrary loan services, technical services and computer assistance, and exceptional customer services. Reports directly to and takes direction from the Chief Executive Officer.

Education and Experience Requirements:

- Post Secondary Library Technician Diploma, or equivalent. (ex. related Post Secondary Diploma, OLS Excel Certificate or equivalent).
- Grade 12 or equivalent.
- Two (2) years prior library experience.
- Proficient in current computer skills with integrated library systems, as well with Microsoft Office Suite which includes Word, Excel, Publisher, and Outlook.
- Proficient using digital equipment and devices, such as e-Readers, iPads, laptops, cell phones, and other digital devices.

Prerequisites to Employment:

- Ability to read, write, speak, and understand English fluently.
- Bilingual speaking is an asset.
- Strong computer & electronic device knowledge & skills are essential.
- Ability to follow instructions as defined under general supervision.
- Strong organizational and trouble shooting skills.
- Ability to interact well with others and in a professional manner.
- Ability to operate general office equipment.

Personal Suitability:

- Initiative.
- Good judgement, attention to detail.
- Flexibility.
- Effective interpersonal relationships.

Expectations:

- Greet the public in a pleasant and cheerful manner.
- Be prompt and professional when performing duties.
- Prioritize tasks and work independently.
- Maintain professional and courteous relations with the public and fellow staff.
- Work well in a team setting.

Physical Demands and Working Conditions:

This position requires a high, positive energy level, computer usage, sitting, standing, bending, and some lifting. Working conditions are conducted in a library environment with exposure to public interaction, questions, and concerns.

Normal hours of work are 35 hours per week; scheduled hours include evenings and weekends.

DUTIES AND RESPONSIBILITIES**Circulation desk duties:**

Link patrons with resources to fulfill informational, educational, cultural, and recreational needs using quick reference or general reference methods.

- Provide front-line circulation services to patrons, greets the public in a pleasant, cheerful, and professional manner.
- Circulating library books and materials, handling on-hold items, memberships, receive & process incoming payments for library services and damaged/lost material.
- Perform opening/closing of library facility.
- Respond to queries via email, telephone or in-person requests/concerns from the public.
- Direct patrons to specialized staff as required.
- Provide photocopying/faxing services.
- Provide Reader Advisory services to patrons.

- Re-shelve books/materials, clean and tidy shelves on an as needed, but daily basis.
- Create displays of new titles, or topical and fun collections.
- Is punctual at, and attentive to the circulation desk.
- Deals with patron complaints and problems patiently and decisively.

Provide computer aid to the public which includes:

- assisting patrons utilizing the library public computer stations.
- addressing computer hardware and software problems.
- offering research techniques and computer/software training where applicable.
- navigating the library collection through the library catalogue system.
- assisting patrons in the use of the library web page and online resources.

Cataloguing duties:

The individual understands and is capable of performing all jobs related to library technical services, including but not limited to cataloging and classifying library materials; maintaining an accurate, up-to-date database of library holdings; and physically processing items being added to and withdrawn from the collection.

- Maintains bibliographic records in the Integrated Library System (ILS) shared by members of the JASI Library Consortium.
- Catalogue library materials according to current standards and CPL guidelines to ensure library customers and staff can efficiently locate materials.
- Imports bibliographic records from an external database to internal library database.
- Uses the latest cataloging and classification rules, plus library processing conventions to ensure the library catalogue is up to date.
- Creates original cataloging records of print and non-print materials as required according to national standards [RDA, Dewey Decimal Systems, Library of Congress Subject Headings, MARC formatting].
- Maintains consistency in the cataloging, classification, and physical processing of library materials.
- Repairs damaged library materials, as required.
- Maintains the library's magazine and newspaper collection.
- Inventories and reports technical services supply needs.
- Assists in selecting materials for acquisition and withdrawal, as assigned.
- Organizes work for efficient use of time.
- Works independently under general supervision.

Provide Interlibrary Loans Services (ILL) utilizing other libraries on the Resource Sharing for Groups (RS4G) database which includes:

- Researching, sourcing and recommending library materials through interlibrary loans or referring patrons to another community resources.
- Processing and returning items borrowed through ILL
- Processing and checking-in loaned collection items circulated to other libraries.
- Recalling overdue materials out on loan and collecting any associated damaged/lost items fees.
- Compiling data, creating reports, and sending monthly inter-loan statistics to the CEO
- Keeping up to date with RS4G by attending training as required.

Additional Duties:

- Assist in the development of new/revised policies and procedures; stay abreast of developments in library services via professional literature, journals, workshops, etc.
- Provide monthly collection statistic reports to the CEO.
- Assist with training of new staff.
- Work in compliance with the *Occupational Health and Safety Act*, WHMIS, applicable legislation, regulations, statutes, departmental policies/procedures/practices, operational guidelines, and perform safe work practices.
- Perform other duties as assigned in accordance with Library and corporate objectives.

Revised April 2025

Jessica Horne

Chief Executive Officer

Date
