



Job Title	Library Assistant
Department	Designated School
Location	Assigned School
Reports to	Administrative Officer(s)

Type of position:	Maximum Hours: 35 / week
<input type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Unionized
<input checked="" type="checkbox"/> Part-time	<input type="checkbox"/> Exempt
<input type="checkbox"/> Temporary or Casual	

GENERAL DESCRIPTION

Reporting to the Principal/Designate, the Library Assistant is responsible for processing borrowers' requests (e.g. books, videos, teacher reference material); assisting staff and students to locate materials; and a variety of general library duties, using both computerized and manual systems; and works as a member of a team to ensure the timely resolution of general district requirements, in accordance with applicable acts, regulations, policies and procedures. The duties performed will vary from school to school based on individual site requirements.

TYPICAL DUTIES

- checks library books and materials in and out (e.g. enters data, prints, inserts or files cards)
- checks, updates, prints, posts or distributes overdues (e.g. weekly class listings, student notices); follows up on outstanding (e.g. invoices lost books)
- assists staff/students to determine catalogue sources/options (e.g. other subject headings); use information technology; find books, materials and photocopy
- orders and receives materials from District Resource Centre; assembles, packs and labels for return (including boxes of books)
- opens, date stamps, sorts and distributes all library mail
- selects as required, cuts and files clippings/articles for vertical files
- supervises students in the library during non-instructional periods; liaises with staff regarding student behaviour

- receives, checks and re-shelves returned materials; monitors and confirms completeness of kits; follows up on missing items
- shelf reads for correct order; reorganizes shelves, periodical files as required; assists with annual inventory (e.g. cross checks against shelf cards)
- maintains supply catalogues, order forms; sources product and price as required; returns previewed materials; types purchase order requisitions (e.g. periodicals, books, computer cards, labels, pockets, AV materials); calculates extensions, taxes, postage, etc; obtains authorization and submits requisitions to purchasing; verifies goods received; submits receiving report/packing slip to accounts payable; arranges return of incorrect shipments; liaises with accounts payable re adjustments, deletions, cancellations; records and reconciles all receipts, expenditures, commitments against monthly itemized board statements (i.e. resources and office supplies)
- processes newly catalogued materials (e.g. strips, sensitizes, stamps, bar codes, inserts cards, pockets, assigns accession number, logs costs, etc.); enters and updates data to produce cards, labels and/or cataloguing information; deletes records when materials are discarded or lost
- performs a variety of general support functions such as: mends books, replaces pockets, cards, spine labels, covers; maintains office files; sets up and dismantles displays; demonstrates audio-visual equipment use; posts weekly sign-up schedules; answers phone, relays messages; liaises with software company re problem resolution; types, formats, edits and/or proofreads letters (e.g. suppliers, parents re lost books)
- operates standard office equipment including computer (word processing, spreadsheets, data base), internet, CD-ROM, audio-visual equipment, typewriter, facsimile, photocopier, laminator, glue gun, calculator; performs minor maintenance (e.g. ribbons, cartridges) and/or contacts vendor
- performs other comparable duties as assigned which are within the area of knowledge and skills required by the job description

ACADEMIC/WORK EXPERIENCE QUALIFICATIONS

- Completion of grade 12 or equivalent including courses in personal computers (word processing, databases)
- over 3 and up to 6 months previous library and on-the-job experience

REVIEWED BY

Title

APPROVED BY

Title

