



Coast Mountains Board of Education School District 82

3211 Kenney Street, Terrace, BC V8G 3E9
Tel. (250) 635-4931 or 1-855-635-4931 • www.cmsd.bc.ca

Job Title	Library Assistant
Department	Student Support Services
Location	School Based
Reports to	School Administration

GENERAL DESCRIPTION

Reporting to the school administrator(s), the Library Assistant performs a variety of clerical duties to support the effective and efficient operation of school or district library(s).

TYPICAL DUTIES & RESPONSIBILITIES

- Enters, retrieves, verifies and transfers data to maintain library databases.
- Assists with circulation of books, periodicals, audio and video materials by checking materials in and out, placing hold requests, shelving, ensuring proper order on shelves and following up on overdue loans.
- Processes new library materials, including stamping, gluing pockets and attaching jackets and spine labels.
- Registers new patrons for library services and maintains patron records.
- Assists students and teachers in locating materials.
- Demonstrates and assists students with use of library databases.
- Types a variety of items related to library functions, including catalogue cards, book and supply orders, bibliographies and correspondence.
- Maintains vertical files, card catalogue, shelf lists, periodicals, picture files and other library files.
- Prepares requisitions for equipment and supplies. Checks and receives shipments.
- Collects and accounts for library fees, such as photocopying and late fees.
- Performs minor book repairs, including repairs to jacket covers and pasting or taping spines. Sends out books requiring major repairs.
- Assists with annual library inventory and prepares statistical reports.
- Assists with the organization, circulation and maintenance of library audiovisual equipment.
- Performs a variety of clerical duties including word processing, filing, maintaining photocopier supplies and duplicating, sorting and collating materials.
- Assists with student supervision in the library.
- Sets up book displays and bulletin boards.
- Assists with monitoring library budget

TYPICAL QUALIFICATIONS & SKILLS

- Grade 12
- Office Administration courses (3-6 months of post-secondary education)
- Six months library clerical experience

FOR CMSD:	Kiran Bath	<i>Title</i>	Director of Human Resources
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FOR CUPE:		<i>Title</i>	CUPE JEMC Representative
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