

Alnwick/Haldimand Public Library – Job Descriptions

Job Title: Library Assistant
Hours: Varies per branch and/or extra duties
Responsible to: Branch Supervisor
Date: October 2021

Job Summary

The Library Assistant is responsible for the day-to-day operation of the library especially as much of the work will be performed without direct supervision. Some of the duties are similar to those of the Manager of Public Services, but overall authority for the Branch remains with the Manager of Public Services.

Circulation Desk

- Works at the circulation desk/service desk, performing general reception duties including check in/out of library materials
- Assists patrons to find appropriate Library materials and information
- Orients users to Internet and other equipment
- Maintains patron records
- Answers incoming telephone calls
- Handles desk fees and records these amounts
- Collects/records statistics
- Maintains reserve system for patron requests, order inter-library loans when requested
- Processes overdue accounts and contacts patrons with notice of overdue Library materials making notation of calls completed
- Notifies patrons of reserves, outstanding accounts, inter-library loans
- Shelves circulated materials daily
- Shelf-reads the collection regularly to ensure all materials are in the correct order and appropriately displayed

Other Duties

- Supervises volunteers
- Monitors inventory of supplies
- Maintains equipment (loads printer cartridges, paper, etc.)
- Deals with patron complaints and requests, enforcing Library policy
- Assists with special projects
- Create appealing library displays throughout the year
- Is responsible for library operations in the absence of management
- Help with planning and implementing library programming

Qualifications/Requirements

- Secondary School Diploma
- Good foundation in library skills either through learning or related experience
- Ability to get along with the public, especially children and staff
- Good organizational and communication skills
- Strong computer and Internet skills