

Job Description: Library Clerk - Casual

General Description

Under the direction of the Library Director, the Library Clerk performs duties related to the circulation of library materials, including processing library materials and interlibrary loan requests. The Clerk is also required to provide information concerning library policies and resources and to maintain equipment and supplies in area of responsibility.

Required Education / Work Experience

- High school and some post secondary education in the fields of Library Technology or Office Systems, and/or such experience in the operation of a library that may be acceptable to the Library Director;
- Demonstrated competency with Microsoft Office Suite, to a degree required by the library.

Hours of Work

- Part time position with shifts of 4 – 8 hours. May be weekdays, evenings, and Saturdays as needed to supplement permanent employees.

Skills and Abilities

- leadership, initiative, and independence;
- excellent interpersonal skills;
- knowledge of current public library philosophy, principles, and procedures.

Duties and Responsibilities

- Processes library materials – checking items out to patrons and checking in returned items
- Facilitates interlibrary loan requests; whether teaching patrons to complete their own, or completing requests for patrons
- Issues borrower cards;
- Receives payments cash, credit or debit and issues receipts as needed
- Retrieves and prepares items for loan (i.e. Request Pull Lists)
- Monitors compliance with library regulations
- Locates, collects, sorts and shelves library materials
- Conducts inventory, shelf reading, and collection shifting projects as required
- Helps to maintain tidiness and order of work areas and collection shelves
- Maintains a confidential environment
- Performs other duties as may pertain to the position

Public Services

- Makes reservations for use of conference room(s) and other library resources;
- Assists patrons in use of library realia.
- Provides general information concerning library policies, procedures and the location of library resources

- Provides basic reference services, such as demonstrating the routine use of the online public catalogue and other searching tools
- Assists users in locating library materials by performing title, author, subject and keyword searches and showing where in the collection the items can be found.

Equipment and Supplies

- Uses office equipment such as computer, scanner, calculator, photocopier, cash register
- Maintains equipment and supplies in area of responsibility; informs management when supplies need replenishing

Professional Development

- Attends appropriate conferences and workshops and/or participates in appropriate webinars or other online learning opportunities

Physical Requirements

- Is required to lift, carry or move library materials weighing 5 -10 kg on a regular basis, with occasional lifting of items up to 30 kg
- Is able to reach a range of shelves between 5 cm and 200 cm above floor level
- Is able to tolerate exposure to dust
- Is able to handle standing for significant periods of time

I have read this job description and I agree to the roles and responsibilities expected of me as Clerk of the Didsbury Municipal Library.

Date _____

Witnessed by
Didsbury Municipal Library Director
