

## Sample Library Staff Tasks

The services and responsibilities referred to in the Core Library Services and Library Management Responsibilities Policy and the Additional Services and Responsibilities Policy each embody several associated tasks.

To assist Law Association employers in understanding the work necessary to execute these services and responsibilities, the charts below outline common tasks associated with each. This should not be considered a complete list of all tasks undertaken by library staff, but rather a guide that promotes understanding of what is required to complete various activities.

Activity	Associated Tasks
Provide timely and accurate research and reference services	<ul style="list-style-type: none"> <li>• Receiving and responding to calls, emails, and in-person requests</li> <li>• Completing reference interview to discern research issues</li> <li>• Referring to another library as appropriate</li> <li>• Retrieving materials such as case law</li> <li>• Executing Will Searches</li> <li>• Answering directional questions</li> <li>• Evaluating library services and client satisfaction and use results for continuous improvement</li> </ul>
Provide instruction and support in using library resources, including the print collection, electronic resources, and library equipment	<ul style="list-style-type: none"> <li>• Arranging for training sessions from vendors</li> <li>• Providing planned training, orientation, or tours</li> <li>• Providing on-the-spot instruction</li> <li>• Developing and maintaining guides and pathfinders</li> <li>• Assisting users with equipment</li> </ul>
Provide borrowing privileges	<ul style="list-style-type: none"> <li>• Checking out materials for users, including ensuring user is entitled to check out material</li> <li>• Generating overdue notices and ensuring return of materials</li> <li>• Billing and collecting for lost items</li> </ul>
Provide access to the collection (both print and electronic)	<ul style="list-style-type: none"> <li>• Managing access to the library</li> <li>• Maintaining physical collection, including re-shelving material, updating loose-leaves, etc.</li> <li>• Maintaining computer equipment</li> </ul>
Provide access to additional materials through inter-library loans within the network	<ul style="list-style-type: none"> <li>• Request, track, and return items</li> <li>• Receive requests, track and ensure return of items</li> </ul>

Activity	Associated Tasks
Collection Management	<ul style="list-style-type: none"> <li>• Liaising with legal publishers</li> <li>• Maintaining awareness of all legal publishers and new titles and resources</li> <li>• Researching, analyzing, comparing, and evaluating legal resources for purposes of acquisition by network or by individual library including assessing the Core List and gaps in collection to meet needs of local users</li> <li>• Negotiating and managing contracts for print subscriptions and non-centralized electronic resources where required for individual library</li> <li>• Acquiring and processing new resources</li> </ul>
Collection Maintenance	<ul style="list-style-type: none"> <li>• Loose-leaf filing</li> <li>• Shelving materials</li> <li>• Shelf-reading</li> <li>• Weeding the collection</li> </ul>
Cataloguing	<ul style="list-style-type: none"> <li>• Reporting and updating resource information to the Great Library</li> <li>• Maintaining any Association Integrated Library Systems for catalogue and/or circulation (e.g. LIBIB)</li> <li>• Completing annual inventory of materials</li> <li>• Weeding outdated materials, including updating catalogue records and arranging for disposal or dispersal</li> </ul>
Financial Administration	<ul style="list-style-type: none"> <li>• Developing and adhering to the library budget</li> <li>• Maintaining bookkeeping records, accounts receivable and accounts payable, and payroll</li> <li>• Negotiating of staff compensation packages</li> <li>• Reporting and making payroll deductions payment to CRA</li> <li>• HST reporting and payment if applicable</li> <li>• Filing other government documents</li> <li>• Facilitating banking, cheque signing and bank reconciliation</li> <li>• Preparing and providing regular financial reports to the Association and LiRN</li> <li>• Preparing and providing business cases as required to the Association and LiRN</li> </ul>
HR (where there is more than one library employee)	<ul style="list-style-type: none"> <li>• Succession planning</li> <li>• Hiring staff, students, &amp; volunteers</li> <li>• Supervising staff, including managing performance, development, discipline and terminations</li> </ul>

Activity	Associated Tasks
Library Administrative Tasks	<ul style="list-style-type: none"> <li>• Tracking and reporting statistics</li> <li>• Supervising day-to-day operations</li> <li>• Maintaining and ensuring library safety, security and cleanliness</li> <li>• Liaising with MAG, facility management, LiRN, and other organizations</li> <li>• Coordinating Bench and Bar meetings</li> <li>• Managing association membership for the purposes of providing borrowing privileges, after hours access, etc.</li> <li>• Scheduling library meetings</li> <li>• Controlling the booking of space for library meetings and events</li> <li>• Participating in training, conferences, professional organizations and professional reading</li> <li>• Ordering supplies and materials</li> <li>• Selecting and maintaining hardware, software and equipment</li> <li>• Serving on LiRN committees or working groups and contributing to surveys and data gathering exercises to improve network library services</li> <li>• Implementing procedures and protocols</li> <li>• Coordinating security passes or access cards</li> <li>• Collecting and sending mail and parcels</li> <li>• Maintaining password control for various resources</li> <li>• Reporting to the Association regarding various library administration tasks and issues</li> <li>• Ensure smooth operation of computers, printers, copiers, etc.</li> </ul>
Library Promotion	<ul style="list-style-type: none"> <li>• Marketing and informing users of new acquisitions through promotion and other outreach</li> </ul>
Current awareness	<ul style="list-style-type: none"> <li>• Generating and/or circulate newsletters of legal developments</li> <li>• Providing other current awareness information, including circulating emails relevant to practice from other sources such as judiciary, MAG, FOLA or the Association</li> <li>• Creation of custom or practice related legal/newsfeeds</li> </ul>
Website development and maintenance	<ul style="list-style-type: none"> <li>• Develop, maintain and update Association / Library website (it is understood that in many</li> </ul>

Activity	Associated Tasks
	cases the website contains both association and library content).
Social media management	<ul style="list-style-type: none"> <li>• Develop, maintain and update Association / Library social media (it is understood that in many cases the social media accounts include both association and library content).</li> </ul>
Library Training	<ul style="list-style-type: none"> <li>• Creating library training sessions either for network library staff or association members covering topics such as library research, knowledge management, or information management where library research is the central theme of the training being offered, including conceptualizing the program, content, and speakers on their own or with assistance from a committee</li> <li>• Speaking at and developing materials for the program, or securing speakers and materials on their own or with assistance from a committee, as appropriate</li> <li>• Marketing the program</li> <li>• Registering participants and invoicing if required</li> <li>• Providing summary of content and credits of program for participants where CPD credits are available for the program</li> <li>• Making logistical arrangements for the program, which may include booking a room, arranging for refreshments, technical equipment set up, and registration</li> <li>• Welcoming participants and ensuring the program runs smoothly</li> </ul>
CPD Replays	<ul style="list-style-type: none"> <li>• Reviewing CPD offerings from the LSO and other providers</li> <li>• Selecting appropriate programs to present for group viewing</li> <li>• Marketing selected programs to membership</li> <li>• Registering and invoicing participants</li> <li>• Providing summary of content and credits of program for participants</li> <li>• Making logistical arrangements for replaying the program, which may include booking a room, arranging for refreshments, technical equipment set up, and registration</li> </ul>

Activity	Associated Tasks
	<ul style="list-style-type: none"> <li>• Welcoming participants and ensuring the replay runs smoothly</li> </ul>
CPD Creation	<ul style="list-style-type: none"> <li>• Creating CPD offerings including conceptualizing the program, content, and speakers on their own or with assistance from a committee</li> <li>• Securing speakers and materials on their own or with assistance from a committee</li> <li>• Marketing the program</li> <li>• Registering and invoicing participants</li> <li>• Providing summary of content and credits of program for participants</li> <li>• Making logistical arrangements for the program, which may include booking a room, arranging for refreshments, technical equipment set up, and registration</li> <li>• Welcoming participants and ensuring the program runs smoothly</li> </ul>
Association Board Duties	<ul style="list-style-type: none"> <li>• Planning Board meetings, including setting the date, time, location, and arranging invitations</li> <li>• Tracking and following up on attendance</li> <li>• Preparing and distributing meeting agendas and materials</li> <li>• Responding to questions regarding points of order</li> <li>• Preparing meeting minutes</li> <li>• Managing Board records such as meeting minutes and by-laws</li> <li>• Tracking of board member terms</li> <li>• Tracking important filing deadlines for incorporation / charitable status</li> <li>• Generating reports to the Board (with the exception of reports on library functions)</li> </ul>
Routine Association Tasks	<ul style="list-style-type: none"> <li>• Organizing and facilitating Association events and meetings</li> <li>• Building and maintaining relationships with local organizations related to family and criminal courts for purposes other than promotion of library services</li> <li>• Developing and implementing policies and procedures for Association other than library policies and procedures</li> <li>• Scheduling non-library meetings</li> </ul>

Activity	Associated Tasks
	<ul style="list-style-type: none"><li>Controlling the booking of space for non-library meetings and events</li></ul>