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JOB DESCRIPTION

Salary Grade: 5 CUPE 1328

Job Title:
Library Assistant, Secondary

PRIMARY FUNCTION

The primary purpose of this job is to assist the librarian in maintaining an effective library service in the school.

MAIN RESPONSIBILITIES

1. Receives new books and audio visual kits from external sources and processes by:
 - typing required information on card used only by library staff to maintain an ongoing record of all material in the library
 - typing appropriate labels and affixing to items
 - typing circulation card and catalogue cards by author, titled, and subject
 - filing cards and shelving books in correct numerical sequence
 - Cataloguing as required.
2. Maintains vertical file utilizing daily newspapers, magazines, government publications, and other resources by:
 - reading various articles to determine suitability for inclusion in files
 - preparing hanging file for each new topic
 - filing article by subject in alpha order
 - prepare and update list of contents
 - bibliographing articles
3. Assists librarian with scheduled classes in library by:
 - selecting appropriate books for presentation

- visiting study groups to assist students in the location of information, in the operation of the photocopier machine, and in the use of the periodical index to locate magazine articles.
4. Receives and processes items at the circulation desk by:
- stamping due date on the borrowing card for each outgoing book and placing the card in the book pocket
 - filing book card in “out” box in correct numerical sequence
 - attaching a written “reserve” note to the card of a book requested but already in circulation
 - placing returned books on a cart in correct numerical sequence for shelving, returning book card to book pocket and refiling the borrowing card
 - maintaining cash box for overdue fines.
5. Performs other duties to assist the librarian in the development and implementation of technical services by:
- using the word processor to prepare material as directed such as memos regarding overdue books, bulletins concerning library procedures and the use of audio visual equipment, and to prepare lists pertaining to borrowed equipment and lost items
 - maintaining a inventory of missing items on the word processor
 - receiving and shelving periodicals, journals, and magazines, generally on a weekly basis, discarding material after one year as directed
 - maintaining library equipment in good order, such as overhead projectors, by replacing bulbs as needed and servicing the photocopier by replenishing paper, toner, and placing calls for service as required
 - prepare and maintain a list of all equipment on loan each semester (e.g. radio, cassette, slide tray).
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6. Performs other duties as assigned or required.

SKILL

- High School Diploma or equivalent with additional Library Technician courses or sufficient related experience and/or training
- 1 – 2 years related experience

EFFORT

- The decision making of the job is in selecting appropriate articles from newspapers, magazines, etc. for inclusion in the library files.
- Manual dexterity and visual concentration is required in keyboarding and cataloguing. Bending, stretching and kneeling is required when shelving books. Generally required to remain on feet most of the day.

RESPONSIBILITY

- Accountable for providing correct information to students and school staff and for demonstrating how to locate and use library material.
- Shelving or filing errors would result in information being unavailable when needed by students and others. Equipment not maintained correctly will break down frequently and result in costly repairs and a less effective library service.
- Contact is with school staff and other Board personnel for exchange of information. Occasional contact with external suppliers and publishers for information gathering purposes.

WORKING CONDITIONS

- Job is required to service a variety of library areas, this is stressful at busy times.