

LIBRARY ASSISTANT

Division: 4 (Clerical)

Reports to: Principal

Job Summary

With regular direction by a teacher/librarian, the Secondary School Library Assistant performs clerical and specialized library duties in a secondary school library. He/she works cooperatively with other employees, students, parents and the public.

Duties and Responsibilities

- Assists with circulation of books, periodicals and audio and video materials and equipment by checking them in and out, carding books, shelving books, ensuring proper book order on shelves and following up on overdue books.
- Processes new books including stamping, gluing pockets, and attaching jackets and spine labels.
- Files and maintains vertical file, card catalogue, shelf lists, periodicals, picture files and other library files.
- Assists students and teachers in locating desired materials.
- Assists students with access to a variety of CD based information systems.
- Assists students with access to on-line information sources using a variety of computer platforms.
- Accesses catalogue records from on-line library sources.
- Searches on-line bookstores for title availability.
- Conducts basic maintenance of CD & Internet workstations and printers.
- Accesses and checks catalogue copy from automated sources.
- Videotapes and duplicates copyright cleared materials for class use.
- Keyboards a variety of items related to library functions including catalogue cards, book and supplies orders, bibliographies and correspondence.
- Assists with student supervision.
- Performs minor book repairs including repairs to jacket covers, pasting or taping spines and re-gluing card jackets and sends out books requiring major repairs.
- Assists with library inventory, and prepares various statistical reports.
- Sets up book displays and bulletin boards.
- Duplicates, sorts, collates and staples materials.
- Performs other clerical or emergent duties

• **Equipment Used**

- Computer, on a variety of platforms, typewriter, photocopier, facsimile machine, paper cutter, audio and video equipment and other office related equipment.

Required Knowledge, Ability, Skills

- High school diploma or equivalent.
- Completion of a two year Library and Information Technology Diploma or two years of successful and current experience as a Library Assistant in a secondary school, public or college library.
- Demonstrated knowledge of the Dewey Decimal System.
- Demonstrated knowledge of the CD information systems.
- Demonstrated knowledge of Internet information sources.
- Flexibility in dealing with changing information sources.
- Familiarity with copyright issues.
- Basic knowledge of the publishing industry in Canada and the United States.
- Knowledge of automated library circulation systems.
- Keyboarding speed of 45 words per minute.
- Basic level word processing skills.
- Basic knowledge of database computer functions.
- Ability to use courtesy and tact in the explanation of and discussion of information in contacts with public, parents, staff and students.
- Ability to perform individually and as part of a team.
- Ability to effectively communicate both verbally and in writing.
- Ability to plan and schedule work and organize the workload effectively.
- Ability to work with constant interruptions.
- Ability to maintain close attention to detail for periods of sustained duration and to meet deadlines.

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Replaces: Secondary School Library Assistant