



Job Opportunity – Library Assistant

Perth Union Library seeks applications for a permanent part-time library assistant.

Hours: Approximately 15 hours per week, plus one-in-three weekends

Salary range: \$16.21-23.67/hour

Anticipated start date: October 5, 2017

Application deadline: noon, Wednesday, September 20, 2017

Qualifications:

- Experience in library services or equivalent customer service experience
- Ability to use computers to look up information and do data entry
- Understanding of privacy legislation and principles of intellectual freedom
- Ability to work with the public with tact and consideration
- Minimum high school diploma

Responsibilities:

- Provide circulation services, including but not limited to: checking items out and in; collecting fines and fees; placing reservations and notifying patrons of available items; notifying patrons of overdue items; registering new memberships.
- Provide reference and readers advisory services, including but not limited to: instruction in use of library catalogue and online resources; referrals to sources for reading recommendations; research of informational topics
- Help patrons with use of public computers, wireless internet, printing and devices
- Place and track requests for interlibrary loans; process interlibrary loan items for pickup or return
- Process new library items, including but not limited to: enter and receive orders in the library system; physically process and catalogue items
- Develop and maintain displays of library books and materials
- As assigned, the incumbent may also:
 - Participate in collection development (selection and weeding)
 - Develop and lead programs
 - Develop outreach and partnership activities in the community
 - Contribute to library marketing through website, online sources, newspaper articles
- Other tasks as assigned

Send resume, cover letter and three references to:

Erika Heesen, CEO, Perth & District Union Public Library

30 Herriott Street, Perth ON K7H 1T2

or by email to: eheesen@perthunionlibrary.ca

Perth & District Union Public Library is dedicated to employment equity.