



## **LIBRARY ASSISTANT – Senior Library**

This is a 0.6 position and the successful applicant will be required to work Monday, Tuesday and Friday in 2010.

The Library Assistant is responsible for:

- Issuing library materials to students and staff
- Performing a variety of clerical and computer-related tasks as assigned
- Preparing circulation desk for services on a daily basis
- Shelving, straightening and shelf reading of library materials
- Supervising high school student library monitors in their duties
- Preparing new items for library use
- Arranging returned items numerically or alphabetically by information on spine, onto book trolleys ready for shelving
- Examining returned items for damage
- Repairing damaged books and other library materials
- Assisting in the production of book displays to promote children's literature, important events etc
- Checking records to compile lists of overdue items
- Answering borrower's questions

They must:

- Work with other library staff to learn and develop new skills
- Perform reliably, dependably with a good record of attendance, punctuality, flexibility and time management
- Develop work-related goals and objectives
- Develop job-related abilities, skills and knowledge
- Attend library-related meetings, workshops and in-service programs
- Perform other duties as assigned by the Teacher Librarian

October 2009