



Class No.:	
Original Date:	
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Pay Group:	10

CLASS SPECIFICATION

LIBRARY ASSISTANT

NATURE AND SCOPE OF WORK

This position assists primarily students and faculty by providing borrower services, including check-out and check-in of library materials, registering users, and handling general inquiries. The incumbent is also responsible for shelving and filing material and maintaining the collection in an organized manner. This position receives direction for the Library Services Supervisor, may work under the guidance of a library technician, and reports to the University Librarian.

ILLUSTRATIVE EXAMPLES OF WORK

- Uses online circulation system in accordance with established procedures to perform various circulation functions, including check-out and check-in of items; creating, verifying and modifying patron records; placing holds; creating on-the-fly item records; and modifying status of item records as required.
- Answers in-person and telephone inquiries concerning directional and policy information; takes action to resolve problems; refers significant problems to the Circulation Supervisor or senior Library Technicians.
- Collects fines and registration fees.
- Checks, cleans, sorts, files and shelves books, periodicals, and other library materials.
- Ensures that materials on shelves are in order including creating labels and removing superseded periodicals; identifies any damaged materials; identifies problems relating to shelving signage; assists in shifting or moving library collections as required; identifies problems related to signage and modifies signage as required.
- Monitors library users to ensure that library and student conduct policies are adhered to; refers problems to the Supervisor, or senior Library Technicians.
- Performs library opening and closing duties according to established procedures.
- Performs duties related to the qualifications and requirements of the position.
- May be required to take training and act in the capacity of a floor warden as part of the University's Emergency Preparedness Plan (W.H.M.I.S., Earthquake).

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Working knowledge of computer software programs, such as word processing, spreadsheet and database applications.
- Working knowledge of business English, spelling, punctuation and arithmetic.
- Working knowledge of Integrated Library Systems (ILS).
- Working knowledge of Library of Congress Classification.
- Working knowledge of information retrieval principals.
- Working knowledge of alphanumeric filing.
- Working knowledge of online circulation systems and automated operations.
- Working knowledge of circulation policies, procedures and work methods.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with, and provides a high level of customer service to, other employees, students and the general public.
- Ability to learn assigned tasks readily and to perform them in accordance with established methods and procedures.
- Ability to carry out financial transactions.
- Ability to understand and execute accurate filing and shelf reading according to basic library filing rules.
- Ability to lift and move heavy loads safely and within WCB guidelines.
- Skill in keyboarding at 30 wpm.

REQUIRED TRAINING AND EXPERIENCE

- Completion of Grade 12
- Must be enrolled in a Library Technician program and have completed at least one semester.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS

- None.