

# GRAND VALLEY PUBLIC LIBRARY POLICY

## PERSONNEL

Date of Revision: October 24, 2012

Motion #10

Chairperson's Signature:

### **1.4 JOB DESCRIPTION – LIBRARY ASSISTANT II**

#### GENERAL DESCRIPTION

This employee performs a variety of technical duties and assigned public duties requiring the application of general library skills and knowledge.

#### QUALIFICATIONS

Must have a high school diploma and/or working towards an EXCEL certificate or Library and Information Technician diploma.

Three years experience working in a library environment.

Ability to work independently, exercise good judgment when making decisions.

Ability to work effectively with the public and co-workers.

Must show an interest in upgrading of skills through workshops and library related courses.

# GRAND VALLEY PUBLIC LIBRARY POLICY

## PERSONNEL

### **1.4 JOB DESCRIPTION – LIBRARY ASSISTANT II** **DUTIES AND RESPONSIBILITIES**

Assumes responsibility of the library in the extended absence of the CEO. i.e. holiday, sick leave, training and development.

Opens and closes the Library

#### **Technical Services**

Locates, collects, sorts and shelves library materials. Conducts inventory, shelf reading, and collection-shifting projects as required.

Repairs books and other materials

Processes new materials

Prints list of new materials

Downloads MARC records to CD

Uploads records to database

Checks MARC records and edits if necessary

Checks new materials against master list

Reserves materials that patrons have requested

Stamps books

Affixes genre labels

Prints barcodes and affixes to new material

Processes Books on CD and DVDs into appropriate cases, label, CHV Rating

Processes magazines for circulation. Check off list and affix barcode.

Helps select material for weeding/delete fines and MARC records from database

Original cataloguing of material (books, dvds, etc.)

#### **Overdues**

Assists with overdues.

# GRAND VALLEY PUBLIC LIBRARY POLICY

## PERSONNEL

### 1.4 JOB DESCRIPTION –LIBRARY ASSISTANT II

#### DUTIES AND RESPONSIBILITIES CONT'D

##### Interlibrary Loan (Online)

Requests library materials online

Processes materials to be received and returned on computer

Orders microfilm from Ontario Archives and National Archives

Packages material for courier

Contacts customers to pick up material or when unable to locate material

Processes material to be lent to other libraries including books to be mailed to Northern Libraries.

Sends monthly interlibrary loan usage statistics to SOLS

Prints monthly interlibrary loan usage statistics for CEO

Maintains ILL database of all requests (sent to other libraries and received from other libraries)

Sends in Postage Reimbursement twice a year to SOLS.

Sets up and instructs customers in Customer Initiated ILL

##### Email

Checks sends and answers emails daily for requests from other libraries looking for specific material.

Answers Genealogy requests

Requests material not found on VDX by email.

##### Circulation and Customer Service

Checks in/out materials at front desk

Collects fines

Renews materials

Registers new customers

Renews/updates customer memberships

Instructs customers in basic computer skills (word, excel, internet)

Phones reserves

Answers phone inquiries. i.e. renewals / requests for information / homework help / reader's advisory.

Sends faxes for library customers

Photocopy for library and customers

##### Computers and equipment

Basic troubleshooting

Downloads software updates  
Searches on library database for material  
Keeps track of photocopying tabs for volunteer groups  
Provide instruction on how to use LCD projector/Microform Reader/Printer  
Provide instruction to customers in the use of online databases and setting up user accounts i.e. Ebsco – Ebooks and Eaudio / Tumblebooks / Overdrive / Customer Initiated Interlibrary Loan.  
Provides instruction to customers in the use of e-devices. Kobo, Kobo Touch, Soney eReader, and Blackberry Playbook.

### **Reader's Advisory/Reference/Community Information**

Provides reader's advisory.  
Assists customers in locating material within the library and online i.e. government documents such as passports, health cards, birth certificates, etc.  
Provides community information.

### **Website**

Maintains the Library website  
Updates the volunteer organization websites  
Monitors the website and makes changes as needed  
Creates new pages for upcoming events  
Monitors activity on Facebook account  
Checks administration account for usage on Tumblebooks/Ebsco/Net Library.

### **Children's Services**

Plans and implements all children's programs (Baby Time/Toddler Time, Story Time, Cocoa Club) (activities, crafts, songs)  
Prepares advertising for the children's programs. Flyers, posters.  
Keeps statistics on attendance.  
Helps plan summer programs.

# GRAND VALLEY PUBLIC LIBRARY POLICY

## PERSONNEL

### 1.4 JOB DESCRIPTION – LIBRARY ASSISTANT II

#### DUTIES AND RESPONSIBILITIES CONT'D

***Other duties as required:***

Takes courses to upgrade skills, attends workshops and conferences.

Recommends materials for purchase.

Promotes the Library by preparing quarterly newsletters, setting up in-library displays and producing flyers and posters for library events.

Garbage/blue box

Waters plants when CEO is away

Picks up mail when CEO is away

Makes bank deposits when CEO is away

Assists with training of new staff.

Makes reservations for use of program room and other library resources.

The list of duties and responsibilities outlined above is representative and not a complete and detailed list of tasks, which may be performed by an employee whose position has been matched to this job description.

# GRAND VALLEY PUBLIC LIBRARY POLICY

## PERSONNEL

Date of Revision: October 24, 2012      Motion #10

Chairperson's Signature:

### **1.4 JOB DESCRIPTION – LIBRARY ASSISTANT I**

#### GENERAL DESCRIPTION

This employee performs a variety of technical duties and assigned public duties requiring the application of general library skills and knowledge.

#### QUALIFICATIONS

Must have a high school diploma and/or working towards an EXCELL certificate or Library and Information Technician diploma.

Three years experience working in a library environment.

Ability to work independently, exercise good judgment when making decisions.

Ability to work effectively with the public and co-workers.

Must show an interest in upgrading of skills through workshops and library related courses.

# GRAND VALLEY PUBLIC LIBRARY POLICY

## PERSONNEL

### 1.4 JOB DESCRIPTION – LIBRARY ASSISTANT I

#### DUTIES AND RESPONSIBILITIES

Assumes responsibility of the library in the absence of the CEO. i.e. holiday, sick leave, training and development.

Opens and closes the Library

#### Technical Services

Locates, collects, sorts and shelves library materials. Conducts inventory, shelf reading, and collection-shifting projects as required.

Repairs books and other materials

Processes new materials

Checks new materials against master list

Reserves materials that patrons have asked for

Stamps books

Affixes genre labels

Prints barcodes and affix to new material

Processes Books on CD and DVDs into appropriate cases, label, CHV Rating

Processes magazines for circulation. Check off list and affix barcode.

Helps select material for weeding/delete fines and MARC records from database

#### Overdues

Organizes overdues. Prints overdue lists, phones overdues, prepares overdue notices for mailing, maintains records, deletes materials not returned and records deleted items on customer accounts. Prepares and sends invoices for lost and damaged books.

# GRAND VALLEY PUBLIC LIBRARY POLICY

## PERSONNEL

### 1.4 JOB DESCRIPTION – LIBRARY ASSISTANT I

#### DUTIES AND RESPONSIBILITIES CONT'D

##### *Interlibrary Loan (Online)*

Requests library materials online

Processes materials to be received and returned on computer

Packages material for courier

Contacts customers to pick up material or when unable to locate material

Processes material to be lent to other libraries including books to be mailed to Northern Libraries.

Sets up and instructs customers in Customer Initiated ILL

##### *Email*

Checks sends and answers emails daily for requests from other libraries looking for specific material.

Answers Genealogy requests

Requests material not found on VDX by email.

##### *Circulation and Customer Service*

Checks in/out materials at front desk

Collects fines

Renews materials

Registers new customers

Renews/updates customer memberships

Instructs customers in basic computer skills (word, excel, internet)

Phones reserves

Answers phone inquiries. i.e. renewals / requests for information / homework help / reader's advisory.

Sends faxes for library customers

Photocopy for library and customers

Keeps track of photocopying tabs for volunteer groups



# GRAND VALLEY PUBLIC LIBRARY POLICY

## PERSONNEL

### 1.4 JOB DESCRIPTION – LIBRARY ASSISTANT I

#### DUTIES AND RESPONSIBILITIES CONT'D

##### *Computers and equipment*

Basic troubleshooting

Searches on library database for material

Provides instruction on how to use LCD projector/Microform Reader/Printer

Provides instruction to customers in the use of online databases and setting up user accounts i.e. Ebsco / Net Library – Ebooks and Eaudio / Tumblebooks / Overdrive / Customer Initiated Interlibrary Loan.

Provides instruction to customers in the use of e-devices. Kobo, Kobo Touch, Soney eReader, and Blackberry Playbook.

##### *Reader's Advisory/Reference/Community Information*

Provides reader's advisory.

Assists customers in locating material within the library and online i.e. government documents such as passports, health cards, birth certificates, etc.

Provides community information.

##### *Other duties as required:*

Takes courses to upgrade skills, attends workshops and conferences.

Recommends materials for purchase.

Setting up in-library displays and producing flyers and posters for library events.

Garbage/blue box

Waters plants when CEO is away

Supervises, trains and schedules student volunteers.

Makes reservations for use of program room and other library resources.

The list of duties and responsibilities outlined above is representative and not a complete and detailed list of tasks, which may be performed by an employee whose position has been matched to this job description.