



**IDENTIFICATION**

<i>Position Number</i>	<i>Position Title</i>	
72-NEW 13439	School Librarian Assistant	
<i>Department</i>	<i>Division/Region</i>	<i>Location</i>
Education, Culture & Employment	Beaufort-Delta Education Council	Inuvik

**PURPOSE OF THE POSITION**

Under the supervision of the Principal, assists in providing library services to the school, in order to contribute to meeting the informational, educational, recreational and cultural needs of the students and staff.

**SCOPE**

This position is located in the Sir Alexander MacKenzie School Library in Inuvik and is responsible for the provision of user friendly library services to all students and staff, the planning and delivery of a range of programming for various grade levels.

**RESPONSIBILITIES**

- Assists in the provision of direct library services to meet the relevant needs of the school.

**Main Activities**

1. Being available during the school day on order for staff and students to have access to materials.
2. Register new users.
3. Process materials taken out and returned by users.
4. Accepting requests from users.
5. Keeping up-to-date records of circulation and following procedures to ensure the return of overdue material.
6. Provide an information retrieval service for the school, through knowledge of materials on hand, including books, AV materials and Vertical Files.
7. Assist with the preparation of displays on various subjects in order to bring materials of particular interest, or currently meaningful, to attention.
8. Maintaining the collection in good order at all times.

- Assists with preparation of programs to develop the use of library services

**Main Activities**

1. Participates in sessions for school classes to introduce them to the library.
  2. Helps to organize the library's participation in any series of programs sponsored by the school, eg: author's tours, literacy activities
  3. Helps to organize and set up displays of art, crafts, etc.
  4. organizes weekly reading sessions with each classroom
  5. works closely with teachers to make them aware of library materials available for curriculum enhancement.
  6. maintains the collection.
- Performs administrative duties to provide smooth operation of library services.

**Main Activities**

1. Records statistics of circulation and requests, during time on duty.
2. Assists with an annual re-registration to keep records of patrons up-to-date.
3. Helps to withdraw outdated or worn out materials, or materials to be exchanged, on a regular basis
4. Integrates new books/collections with existing materials.
5. Adds new or donated books to collection.
6. Thoroughly familiar with all procedures laid down in the School Librarian's Handbook.

**KNOWLEDGE, SKILLS AND ABILITIES**

(Describe the level of knowledge, experience and abilities that are required for satisfactory job performance)

In addition to a demonstrated interest in and knowledge of literature, the incumbent must have a thorough understanding of the procedures and routines that ensure a smoothly functioning library. This includes knowledge of the Dewey Decimal cataloging system, (and other systems) and an in-depth knowledge of the library's collection. The incumbent is regularly required to make reading/research recommendations on a variety of topics for different ages & purposes. In addition, the incumbent must have a good understanding of the community's evolving interests and stay abreast of new ideas in the field in order to make appropriate decisions around programming and purchasing/culling materials.

The incumbent must have excellent communication and interpersonal skills in order to deal with students and staff.. The ability to deal effectively with staff and attract & manage volunteers is particularly important.

The incumbent must stay current with library computer trends and implement them into the library for staff and patron usage.

This level of knowledge and ability is most commonly acquired as a result of some post secondary education and experience working in a library.

**WORKING CONDITIONS**

(List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands)

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**Physical Demands**

Handling and moving large amounts of books can be demanding. The incumbent is expected to supervise and help remove approximately 600 books from the shelves for book rotation three times a year. Preparing the physical environment by moving furniture is a common occurrence depending on the programming needs.

Librarians spend long periods of time on their feet and are constantly moving around the library.

### **Environmental Conditions**

There is a constant exposure to dust when dealing with large numbers of books.

### **Sensory Demands**

Interruptions are constant especially during peak periods. Librarians can experience tired eyes from reading small print or computer screen or from going back and forth throughout the day. "Shelf reading" can be particularly demanding on the eyes and the neck especially for those with bifocals. The noise level in the library can be quite high depending on the number of children and type of programming offered.

### **Mental Demands**

Librarians are responsible for dealing with staff and students.

Dealing with offensive Internet material.

Because all library systems are computer dependent, it becomes highly problematic when the computer system is down. The library's circulation system is unable to function and patrons can become disgruntled venting their annoyance at the librarian.

Funding is very limited and librarians can experience stress in attempting to meet a variety of needs with limited resources.