

JOB DESCRIPTION

Position:	Library Assistant, Circulation	Hours:	Full-time or Part-time
Classification:	Band 3	Date:	March 2015
Dept:	Library	Job Category:	Library
Reporting To:	Manager, Access Services	Group:	CUPE Local 3131

The CBU Library is the primary academic information resource for Cape Breton University. The Library promotes learning, supports teaching, and enhances scholarly, research and creative activities by building collections and providing expert services and innovative access to information.

PURPOSE:

The primary purpose of the Library Assistant, Circulation is to promptly and accurately issue and receive circulating materials, including resources from other collections of other libraries; maintain accurate records of patrons; provide search services which locate missing or mis-shelved library titles; and assist patrons in using the library by providing directional information and referrals as needed. Collect and maintain accurate statistics of library use.

The Library Assistant, Circulation will provide public service at the Circulation Desk and other projects as assigned. Library Assistants, Circulation (full or part-time), will work primarily evening and weekend shifts during the regular academic year, and a mixture of dates and weekends during the summer. When operations necessitate, the work schedule may be changed as determined by the Manager, Access Services.

SPECIFIC RESPONSIBILITIES:

1. Circulation:

- Provide circulation services to all library patrons including registering patrons, checking materials in and out, collecting fines, and placing holds, etc.
- Educate patrons about services offered at the Library, answer general questions and search for materials using the Novanet Discovery System as well as other library databases.
- Assist patrons with microform readers/printers/scanner and general computer and photocopier problems.
- Evaluate questions that should be referred to the Reference Librarian.
- Responsible for receiving cash for fines, debit cards, interlibrary loans, computer, and microfilm printing.
- Check security violations and maintain log at Circulation Desk.
- Conduct patron counts at appointed times.
- Assist patrons with Reserves and Serials database and book seminar rooms.
- Check patron blocks and suspensions.

- Sign out Novanet Express books, collect money and clear patron accounts within Aleph and RADAR automated systems.
 - Assist patrons with Novanet Express and interlibrary loan service.
 - Responsible for collecting and clearing patron accounts for other Novanet libraries.
 - Add conversion on the fly books to database.
 - Handle patron problems referring unresolved problems to the Manager, Access Services.
 - Respond to questions and may provide guidance to student assistants/shelvers.
 - Participate in regular shelf-reading to maintain accuracy of shelved books.
 - Perform opening and closing procedures for the Library.
2. Serials: Process the serials collection in the absence of Library Technician – Serials or during peak periods of academic term.
- Process serials including electronic check-in, security stripping, stamping and shelving new acquired issues.
 - Assist in binding process
 - Assist in searching database to add, delete and edit journal titles and electronic journal packages as required.
3. Processing: Process books and movies including scanning item barcodes to create spine labels ensuring library logo and security strips are attached and activated.
4. Projects and/or Assignments: Individual Library Assistants may be assigned any of the following responsibilities:

Donations: Receive donations and verify if the donated item is in the current location, duplicate, or held by another library. Maintain donation lists to be used for issuing of tax receipts. Refer books to appropriate department for cataloguing, or update the popular DVD collection.

Statistical records: Collect and analyse data of library usage including Circulation and the Research Assistance Desk, producing informational graphs and charts.

Research Assistance Desk (RAD): Work shifts when required to provide basic reference services such as locating books in the library, assisting students in the use of library databases, answering directional questions, assist students with referencing research materials. In the absence of a Librarian (evenings and weekends), reference services may be provided via e-mail.

Library Assistants must maintain confidentiality around student records and maintain current awareness of University policies and campus events.

Other related duties as required from time to time.

QUALIFICATIONS:

- Library Technician Diploma or related degree with related experience. Candidates with significant progress in the Diploma with three years of work experience in a position involving public service (preferably library experience), may be considered.
- Six (6) months of work experience in position involving public service; library experience an asset.
- Working knowledge of Library Discovery Systems, web-based tools, spreadsheets and searchable databases.
- Demonstrated interpersonal and communication skills and a commitment to student success is essential.
- Excellent organizational skills.
- Ability to work quickly and accurately with attention to detail, usually under pressure, with minimum supervision.
- Ability to work cooperatively with colleagues and supervisory staff.
- Ability to maintain confidentiality.
- Knowledge of library automated system (Aleph Integrated Library System) would be an asset.