

## Job Description for Temporary, Casual or Interim Positions

<b>Job Title</b>	Student Library Assistant – 1A		
<b>Interim Job Code</b>	INT018	<b>Pay Grid</b>	Temporary
<b>Student Work Program Job Code</b>	WPS018	<b>Pay Grade</b>	Level 1

### Job Summary

Provide customer service to library patrons. Work is routine and is performed in accordance with established procedures.

### Accountabilities

1. Answer routine inquiries and provide general information for locating collections and services.
2. Circulate library materials using an integrated library system.
3. Shelf and maintain the library materials.
4. Copy and scan library materials in response to requests from other users or other libraries

In addition to the above, the Library Assistant may also be responsible for the following:

5. Open and close the Library.
6. Assist in receiving, processing and digitizing library materials.
7. Assist with inventorying and barcoding collections of library materials.

### Qualifications

**Education:** High school diploma or equivalent.

**Experience:** Library and/or customer service experience would be an asset.

### Working Conditions

- Prolonged periods of standing when shelving library materials.

### Exclusions

- Provide in-depth research help by interpreting patron requests for research materials and finding solutions to their research needs by constructing complex search queries of various online systems and networks.
- Advise patrons on how to search, locate, and retrieve information from various library databases.
- Provide interlibrary loans service to students, staff and faculty at the University which requires requesting, receiving, and distributing resources from other libraries.
- Locate and obtain requested materials and inform patrons of alternative sources of information, as required.