



Seguin Public Library:

LIBRARY CIRCULATION CLERK – Part time

Hours: Approximately 5 to 10 hours per week,

Anticipated start date: September 26, 2017

Qualifications:

- Experience in library services or equivalent customer service experience
- Ability to use computers to look up information and do data entry
- Understanding of privacy legislation and principles of intellectual freedom
- Ability to work with the public with tact and consideration
- Minimum high school diploma

Responsibilities:

- Provide circulation services, including but not limited to: checking items out and in; collecting fines and fees; placing reservations and notifying patrons of available items; notifying patrons of overdue items; registering new memberships
- Provide reference and readers advisory services, including but not limited to: instruction in use of library catalogue and online resources; referrals to sources for reading recommendations; research of informational topics
- Help patrons with use of public computers, wireless internet, printing and devices
- Place and track requests for interlibrary loans; process interlibrary loan items for pickup or return
- Develop and maintain displays of library books and materials
- As assigned, the incumbent may also: participate in collection development (selection and weeding), develop outreach and partnership activities in the community, and contribute to library marketing through website, online sources, and newspaper articles
 - Be able to work at all 4 branches, particularly at the Humphrey Branch and the Rosseau Branch.
 - Must have a valid drivers license and vehicle
- Other tasks as assigned

Send resume, cover letter and three references to:

Closes: September 19, 2017

Rita Orr, CEO,
Seguin Public Library
15 Humphrey Dr.
Seguin, Ontario
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Or by email to: rorr@seguinpubliclibraries.ca