



## **LIBRARY CIRCULATION CLERK – Student**

Hours: Up to 35 hours per week,

Anticipated start date: May 2019

### **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
- must be returning to school in Fall 2018
- Between the ages of 16 to 30

### **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
- Create, organize and execute summer programming
- 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 Foley Branch.

- Must have a valid drivers license and vehicle or reliable transportation
- Must be able to work evenings and weekends
- Other tasks as assigned

Send resume, cover letter and three references to:

Stefanie Veneranda, CEO,  
Seguin Public Library  
15 Humphrey Dr.  
Seguin, Ontario  
P2A2W8

Or by email to: [ceo@seguinpubliclibraries.ca](mailto:ceo@seguinpubliclibraries.ca)