WHITEWATER REGION PUBLIC LIBRARY

LIBRARIAN AND PROGRAMMING CO-ORDINATOR JOB DESCRIPTION

TITLE: Librarian and Programming Co-ordinator

HOURS: 14 hours per week

RESPONSIBLE TO: Library CEO

SALARY: Depending upon experience.

Position Summary:

The Librarian and Programming Co-ordinator reports to the Library CEO and is responsible for the administration of library services and planning and carrying out of library programming in accordance with policies of the Board.

JOB DUTIES AND RESPONSIBILITIES:

Circulation:
- Checkout, renew and check-in books taken by patrons.
- Shelve items.
- Interlibrary loans. This includes ordering books as requested by our patrons, sending books as requested by other libraries and returning the books when they are done.
- Registering of new patrons.
- Monitoring overdue items, phoning patrons or sending reminder letters.
- Repairing of damaged books.

Programming:
- Planning, preparing and carrying out programming in the branches for varied age groups.
- Ability to work/interact with the varied age groups of our patrons in order to carry out the programming.

Collection:
- Providing input to Branch Librarians on books suitable for the library.
- Preparing the books for circulation – cataloguing, spine labels, etc.
- Maintaining a current collection including weeding of older books when necessary.

Patron Assistance:
- Providing reader's advisory.
- Photocopying/scanning
- Promotion of our on-line catalogue and events with our patrons.
- Answering reference questions.

Technology:
- Perform regular maintenance on the computers in the library.
- Assisting patrons with the computers.
- Monitoring the internet usage.

QUALIFICATIONS:

SOLS Excel course graduate or a High School graduate with a willingness to enroll in the SOLS Excel course.

Ability to relate effectively with the Library patrons and the Library Board.

Good organizational and communication skills with attention to detail

Good computer skills.

Ability to work independently.

A vulnerable sector check will be required.