

# Antigonish Town and County Library

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## LIBRARY CLERK (PART-TIME)

**PLACE OF WORK:** Antigonish Town and County Library

**Hours:** 38 bi-weekly (19 hours per week)

### **Schedule:**

#### **Week 1**

Monday 9-5  
Tuesday 9-5  
Wednesday 4-9

#### **Week 2**

Tuesday 1-9  
Wednesday 9-2  
Saturday 9-5

### **DUTIES:**

Regular library duties include circulation of materials, shelving, working with computers and emerging library technologies (eReaders, various electronic devices, etc.), clerical duties, working directly with the public answering reference questions, and assistance with library programming. A successful candidate must be comfortable working with limited supervision.

### **REQUIREMENTS:**

Grade 12, an ability to work well with staff and public. This position requires individuals with efficient work habits, as well as good communication, interpersonal, public service, and organizational skills.

**Good working knowledge of computers is essential.**

Please send resume and cover letter no later than [4 pm on Thursday January 3, 2019](#) to:

Attn: Kristel Fleuren-Hunter, Antigonish Librarian  
Antigonish Town and County Library  
283 Main Street, Antigonish, B2G 2C3

Or email to [kfhunter@nsngp.library.ns.ca](mailto:kfhunter@nsngp.library.ns.ca)

We thank everyone who applies but only those selected for an interview will be contacted.

## **Position Scope and Outline of Duties:**

Works under the supervision of the branch manager and branch assistant to provide friendly and efficient library service in the People's Place: Antigonish Town and County Library.

- Circulation duties which include checking materials in and out, assisting the public, shelving and any other matters relating to the provision of service.
- Provision of reference service by answering quick and in-depth questions from the public, and by showing patrons how to find relevant information using both print and electronic resources.
- Assistance with special and regular library programs, including programs for children, youth, seniors.
- Must be familiar with workings of the online catalogue; must be able to assist patrons with using the Internet.
- Must be adaptable to emerging library technologies and be able to provide basic assistance and troubleshooting with downloadable books and eBook readers, mobile devices, scanning, etc. Some training will be provided but much of this involves self-direction and learning on the go from other staff.
- May be called upon to give library orientation sessions to small groups.
- Some evenings/weekends will be required.
- Other duties as required.