



Library

Job Description

Responsible for assisting with the administration of the library and education programs of the Cross Cultural Learner Centre, which includes responding to the needs of library patrons and organization of materials in the collection.

Technical Services

- Cataloguing: new book, magazines, CD ROMs, games, maps, and other items.
- Current news clipping on international events: copying and filing for our files.
- New titles lists: creating a list of new items available for the public.
- Shelving: taking back returned books to the shelf according to their catalogue number.

Research

- Fact sheets: searching the Internet and news sources for information of countries and cultures around the world for teachers and students.
- Flyers: create lists of online sources for international research topics, such as refugees.

Client Services

- Reception of library patrons - greeting, orientation to computer lab & library services, filling out membership cards, messages for staff.
- Correspondence with library members - overdue letters and calls
- Respond to requests from library patrons.

Basic Skills Required

- A positive attitude to work and meeting new people
- Good writing skills
- Good communication skills
- Some knowledge of computers (training is available)
- Attention to detail
- Accuracy in recording and typing numbers and catalogue codes
- Able to work with diverse staff, clients and volunteers with respect and appreciation for other cultures.