

Category: Personnel  
Policy Number: 501B  
Title: Job Description of Interlibrary Loans Clerk/Assistant Manager

Guidelines and Procedures:

1. Assist patrons in locating and using library materials and services including requesting interlibrary loans through Polaris and other available sources.
2. Carry out circulation services to the patrons: check books in and out of the library, levy overdue book fines accordingly, shelve books and keep shelves clean and tidy.
3. Filling system and out-of-system interlibrary loans, processing and packing to send out via Van Run.
4. Troubleshooting public access computers as well as monitoring their use. Offering assistance to non-computer users with setting up email accounts, internet searching techniques, applying for jobs on-line, word processing assistance and accessing government programs/information via the internet.
5. Assisting with print, fax, photocopying and laminating services.
6. Proctoring post-secondary education institute exams.
7. Providing information and referral services including town services, available municipal and provincial programs and local businesses.
8. Creating and maintaining book displays.
9. Creating and maintaining Community Event displays.

Amended May 14, 2022

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