

Appendix E
CASUAL STAFF AND S.T.E.P. STUDENT

ROLE

To supervise the Summer Reading Program and all that it entails. (STEP)
 To process all library materials including new purchases, donations and reclassifications
 To assist the librarian in assigned tasks.

ACTION TO ACCOMPLISH ROLE

Materials Processing

Processing and accessioning of all library materials.

Circulation Desk/Patron Services

Check in and check out library materials.
 Registers patrons for memberships.
 Assist patrons in the location of materials and /or information.
 Read and shelve library materials.
 Assist librarian with preparation of materials for programs.
 Order interlibrary loan books for patrons.
 Assist librarian in planning summer reading program – prepares materials and maintains records of results.

Other Responsibilities

Keeps archives up to date.
 Receives and delivers mail.
 Checks drop-off box and processes items.
 Performs “Report Holds Alerts” RHA. (interlibrary loan)
 Ensures colouring pictures are age appropriate and full.
 Informs Library Manager of low office and processing supplies.
 Administers the library in the absence of the librarian.
 Other related duties as assigned by the librarian.
 Janitorial duties as required.

Qualification

Grade XII education
 Good typing skills
 Experience, such as volunteer or previous work in a library
 An ability to deal effectively with the public
 Courteous, reliable, friendly and knowledgeable about library procedures.
 An ability to work by themselves and make their own decisions.