

TOWN OF TWO HILLS PUBLIC LIBRARY BOARD POLICY MANUAL

Category: Personnel
Policy Number: 501-B
Title: Job Description – Assistant Library Manager

Policy Statement:

Library personnel shall be knowledgeable in library procedures.

Reports to: The Library Manager

Guidelines and Procedures:

Responsibilities:

1. Collection Development

- 1.1 To help evaluate the library collection for purposes of addition and/or deletion of titles.
- 1.2 To help select and order all library materials including reference and periodicals.(With Library Manager's approval)
- 1.3 To maintain the collection in good repair and order.
- 1.4 To do a shared inventory every two to three years with Library Manager.
- 1.5 To keep an up-to-date automated catalogue.
- 1.6 To weed out materials periodically. (With Manager approval if necessary)
- 1.7 To help correlate book orders to patron requests.

2. Programs and Patron Services

- 2.1 To assist patrons in locating and using library materials and services.
- 2.2 To carry out circulation services to the patrons: checking books in and out of the library, levying overdue book fines accordingly, re-shelving books, and keeping shelves clean and tidy.
- 2.3 To plan and carry out appropriate library related programming for all ages along with the Library Manager.
- 2.4 To process interlibrary loans.
- 2.5 To develop and maintain a volunteer program along with the Library Manager.

3. Technology

- 3.1 To attend workshops or online webinars. (with Library Manager's suggestion and approval)

4. Other Responsibilities

- 4.1 To keep Library neat, clean and orderly while on duty
- 4.2 To have knowledge or receive training in FOIP.
- 4.3 To know provincial and local library legislation.
- 4.4 To participate in a regular program of professional development.
- 4.5 Any other duties as required or requested by Library Manager.

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