

Category: Personnel  
Policy Number: 501C  
Title: Job Description of Programmer

Guidelines and Procedures:

1. Planning and implementing regular and special programs for all age groups.
2. Maintaining program supplies and records.
3. 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.
4. Assist Patrons in locating and using library materials and services including requesting interlibrary loans through Polaris.
5. Troubleshoot public access computers as well as monitor their use. Offer 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.
6. Assist with print, fax, photocopy and laminating services.
7. Provide information and referral of services including local business and town services and available municipal and provincial programs.

Amended April 28, 2018

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