



Job Title: Student Library Clerk

Reports to: CEO

Location: Callander Public Library

Revision Date: June 2026

Hours: Part-time, approximately 10 hours per week (one evening, Saturday)

Purpose and Scope: Reporting to the CEO, the Student Library Clerk is responsible for providing library service to patrons.

Tasks

1. Uses good customer service skills to promote and advance the library
2. Ensures compliance of patrons with all library policies and procedures, through patron training
3. Charges and discharges materials for patrons in accordance with circulation policy
4. Registers new members, provides library orientation, files memberships forms and issues library cards
5. Collects and records donations and payments for library fees
6. Contacts patrons regarding holds and interlibrary loans, removes expired holds and interlibrary loans as per circulations policy
7. Records patron requests
8. Provides reader advisory services
9. Provides technology assistance to library patrons
10. Provides reference services using appropriate techniques
11. Keeps library collection organized and neat, including shelving new and returned books
12. Opens and closes the library according to library procedures
13. Maintains confidentiality of library patrons, staff, and board information
14. Complies with all health and safety legislation and policies
15. Performs other tasks as assigned

Skills and Knowledge

16. Good problem solving and critical thinking skills
17. A solid working knowledge of common computer applications and hardware, android and apple operating systems
18. An excellent working knowledge of internet search techniques
19. Ability to troubleshoot and learn new technology skills quickly
20. Demonstrated knowledge of a variety of popular authors, titles and emerging reading trends
21. Excellent customer service, communication skills and interpersonal skills
22. Ability to work independently and as part of a team
23. Strong organizational skills
24. Attention to detail