



## **LIBRARY CIRCULATION CLERK AND PROGRAMMER – Student**

Hours: Up to 35 hours per week

Anticipated start date: May 2025

### **Qualifications:**

- Experience in library services or equivalent customer service experience
- Ability to use computers to look up information and do data entry
- Understanding of privacy legislation and principles of intellectual freedom
- Ability to work with the public with tact and consideration
- Must be returning to school in Fall 2025
- Between the ages of 16 to 30

### **Programming:**

- Creating, planning and running a programming calendar for the summer
- Co-ordinate with Staff to advertise programming to our Website and Social Media
- Offering recommendations for improving the process and equipment

While the Student will be asked to assist with Circulation based on demand, their main focus will be creating summer programming for our patrons. The Student will need to meet with the CEO weekly for progress reports and once a month for a formal feedback session.

### **Responsibilities:**

- Provide circulation services, including but not limited to: checking items out and in; collecting fines and fees; placing reservations and notifying patrons of available items; notifying patrons of overdue items; registering new memberships
- Provide reference and readers advisory services, including but not limited to: instruction in the use of library catalogue and online resources



Christie \* Foley \* Humphrey \* Rosseau

- referrals to sources for reading recommendations; research of informational topics
- Help patrons with the use of public computers, wireless internet, printing and devices
- Place and track requests for interlibrary loans; process interlibrary loan items for pickup or return
- Develop and maintain displays of library books and materials
- Create, organize and execute summer programming
- As assigned, the incumbent may also participate in collection development (selection and weeding), develop outreach and partnership activities in the community, and contribute to library marketing through the website, online sources, and newspaper articles

**Be able to work at all four branches.**

- Must have a valid driver's license and vehicle or reliable transportation
- Must be able to work evenings and weekends
- Other tasks as assigned

We welcome and encourage applications from all individuals with relevant experience. Accommodations are available on request for candidates participating in all aspects of the selection process.

Send resume and cover letter to:

Stefanie Veneranda,  
CEO, Seguin Public  
Libraries  
15 Humphrey  
Dr. Seguin,  
Ontario  
P2A2W8

Or by email to: [sveneranda@seguinpubliclibraries.ca](mailto:sveneranda@seguinpubliclibraries.ca)