



PRINCE RUPERT LIBRARY

101 6th Avenue West
Prince Rupert, BC V8J 1Y9
(250) 627-1345

www.princerupertlibrary.ca

info@princerupertlibrary.ca

Wap Liitsx - House of Reading

August 13, 2025

Position: Library Assistant, Casual

Salary: \$36.93 per hour

Start Date: ASAP

End Date: This is a permanent position

Duties and Responsibilities

- Perform a variety of circulation duties including check in and check out of library materials; sort and organize material for shelving; place holds and call patrons when items become available; accept payments; register new patrons, issue library cards and update patron records.
- Assist with collection maintenance duties including basic mending and repair of damaged items; maintain non-book collections such as newspapers, magazines and maps.
- Provide basic reference and reader's advisory services to adults and children using both electronic and print information sources; assist patrons in the use of the public access catalogue. Refer more difficult reference questions to the senior Library Assistant on duty.
- Provide general information about library services, policies and procedures and assist library patrons with the use of library's computers, microfilm reader.
- Provide document services (i.e. scanning, photocopying, faxing).
- Process, sort and distribute items arriving in the mail.
- Enforce library rules. Refer difficult patrons and/or issues to the senior Library Assistant on duty.
- Register patrons for internet usage, and troubleshoot simple computer problems.
- Assist, as directed, in the work of senior Library Assistants, including shelf reading, preparation of library displays, processing of library materials, packing and unpacking shipments of library materials.
- Perform other related duties as required.

Required Qualifications

- Completion of grade 12 or equivalent with at least 2 years of post-secondary education or of full-time library experience.
- Excellent communication skills.
- Knowledge of business English, spelling, punctuation and arithmetic.
- Keyboarding skills, minimum 45 WPM.
- Ability to learn tasks readily, perform them effectively, follow oral and written instructions, and multitask in a fast paced environment.
- Ability to provide courteous public service.
- Ability to establish and maintain working relationships with other employees.

- Ability to operate equipment related to the work, including computers, photocopier, microfilm reader and laminator.

Closing Date: September 13, 2025 at 5 p.m.

This is a Union position under the collective agreement between the Prince Rupert Public Library Board and CUPE Local 105-01.

Submit resume with cover letter to:

Mercedes Taylor

Library Director

Prince Rupert Library

101 6th Ave. West

Prince Rupert, BC V8J 1Y9

mercedes@princerupertlibrary.ca