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

November 24, 2026

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, board games, Library of Things.
- 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, and other relevant technology.
- Provide document services (i.e. scanning, photocopying, faxing).
- Process, sort and distribute mail.
- Enforce library policies and procedures; reporting to senior staff and management.
- Register patrons for internet and public computer use, 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 full-time library experience or equivalent.
- Excellent communication skills, both written and oral.
- 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 positive working relationships with colleagues.

- Ability to operate equipment including computers, photocopier, microfilm reader, laminator, and 3D printer.

Closing Date: December 7, 2026 at 5pm

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:

info@princerupertlibrary.ca
or
Hiring Committee
Prince Rupert Library
101 6th Ave. West
Prince Rupert, BC
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