

## **Job Posting**

**Position:** Library Assistant

**Reports to:** Librarian/Chief Executive Officer

**Wage/Salary:** \$19.00/hr

**Hours:** Part-time Casual - Minimum 8 hours per week (including coverage for the Librarian and other staff as required for holidays, illness or emergencies)

**Location:** Bonfield Public Library

**Posting Date:** January 6, 2026

**Closing Date:** January 24, 2026

### **Position Summary**

The Library Assistant provides front-line public service support with a primary focus on Interlibrary Loan (ILL) services, ensuring timely access to materials beyond the local collection. This role supports circulation, technology, collection maintenance, programming, and daily library operations while delivering friendly, inclusive, and professional service to the public.

### **Key Responsibilities**

#### **Interlibrary Loan Services (Primary Responsibility)**

- Coordinate and administer the library's Interlibrary Loan program.
- Process borrowing and lending requests accurately and efficiently.
- Track, receive, distribute, and return ILL materials in a timely manner.
- Communicate with patrons regarding ILL requests, availability, and timelines.
- Maintain accurate ILL records and liaise with partner libraries and systems.

#### **Public Service & Circulation**

- Provide front-line service in person, by phone, and by email.
- Charge and discharge library materials and register new borrowers.
- Notify patrons regarding overdue items, holds, and notices.
- Introduce new users to library services and resources.
- Empty outdoor book returns and maintain service areas.

#### **Technology & Digital Support**

- Assist patrons with internet access, digital resources, and basic troubleshooting.
- Operate and maintain public computers, printers, scanners, photocopiers, and other equipment.
- Maintain library databases and assist with electronic searches.
- Perform routine system updates and inventories as required.

### **Collection Maintenance**

- Assist with cataloguing, classifying, shelving, and shelf-reading materials.
- Support weeding and maintenance of the collection.
- Repair and clean books, DVDs, and other materials.
- Assist with library displays and organization.

### **Programming & Community Engagement**

- Assist with planning, delivering, promoting, and evaluating library programs for all age groups.
- Support promotion of library services and community outreach initiatives

### **Facility & General Duties**

- Open and close the library as scheduled.
- Maintain a clean, safe, and welcoming environment.
- Perform light cleaning duties and other tasks as required.

### **Required Qualifications**

- Strong customer service and communication skills.
- Demonstrated computer literacy and comfort with technology.
- Ability to work independently and collaboratively in a public service environment.
- Strong organizational skills and attention to detail.
- Ability to manage multiple tasks and prioritize effectively.
- Flexibility to work varied hours and attend training as required.

### **Preferred / Asset Qualifications**

- Previous library or customer service experience.
- Familiarity with Interlibrary Loan systems or library management software.
- Bilingualism (French/English).
- Experience supporting public programs or community services.

### **Conditions of Employment**

- The successful candidate must obtain a CPIC Level II (Canadian Police Information Centre) check as a condition of employment (cost reimbursed).
- An annual Offence Declaration is required.

## **How to Apply**

Interested applicants should submit a resume and cover letter outlining relevant experience to:

**Bonfield Public Library Board**

**Holly Brodhagen, CEO Librarian**

**365 Hwy 531**

**Bonfield, ON, P0H 1E0**

**Or**

**Email: [bonfieldceo@gmail.com](mailto:bonfieldceo@gmail.com)**

*We thank all applicants for their interest; however, only those selected for an interview will be contacted.*