

Student librarian (2024-08)

North Vancouver City Library is seeking an enthusiastic, service-oriented Student Librarian to join our team through to August 31, 2025 (11 hours per week).

This position works with a diverse team of colleagues to deliver innovative and responsive library services and programs for community members of all ages and backgrounds – in the library and in the community.

As a Student Librarian, your responsibilities will include:

- Delivering information services, including reference, reader's advisory and technology support, for people of all ages and backgrounds at all library service points;
- Assisting professional and para-professional library staff in delivering contemporary, relevant, and informative programming for adults and children; and
- Participating in general library service, programming, projects and collection work as directed.

The successful candidate will have some familiarity with the community-led libraries model and current trends in public library services. Experience delivering services to children, teens and newcomers is desirable.

If you are a life-long learner who is inspired by service to community; if you work well independently and as part of a team; and if you are an effective communicator and take pride in delivering excellent service – we are looking for you!

Please see the attached Job Classification Specification for further details.

Qualifications

This position is open to students currently registered in a Master of Library Science degree or equivalent program. Students must have completed all core or foundational courses and be registered on an ongoing basis.

Apply to:

Deb Hutchison Koep, Chief Librarian

<https://www.nvcl.ca/about#jobs>

Note: When uploading documents to your profile, the maximum size allowed per document is 1MB. Please ensure the document file name and file extension is all lower case (i.e. .pdf and not .PDF). If you are having difficulty attaching documents, please click on the "question mark" icon on the top right side of the screen for technical support.

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Start date:

August 27, 2024

Salary:

\$31.97 – \$37.58/hour (pay grade 17; 2024 rates) + 12% in lieu of benefits

Schedule:

Tuesday – 5 – 9 p.m.

Saturday – 9:30 a.m. – 5 p.m.

Schedules are reviewed periodically and subject to change. Evenings and weekends are required.

Closing date:

August 11, 2024 at 5 p.m.

North Vancouver City Library is committed to recruiting and hiring candidates that reflect the community we serve. We welcome applicants from diverse backgrounds, including Indigenous candidates, all identities, candidates who speak languages in addition to English, and persons with disabilities.

Accommodations are available on request for candidates in all parts of the selection process.

About us:

North Vancouver City Library is located in the heart of the City of North Vancouver. As a valued public service, our library is a centre for discovery and dialogue, providing a gateway to lifelong learning and community connection through a balance of digital, traditional and emerging library services. Our decision-making is guided by deeply held values: <https://www.nvcl.ca/about/mission>

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Class Specification
North Vancouver City Library

Class No. 581
Prepared 2022 October

STUDENT LIBRARIAN

1. Nature and Scope of Work

This is professional library work at the trainee level responsible for providing reference and reader's advisory services to the public and participating in program delivery and research in support of the library initiatives and priorities. An incumbent develops and maintains an awareness of the collection, reference sources, and other related materials to provide recommendations for professional staff; and may assist with collection maintenance tasks and the use of technology and electronic information resources in response to public enquiries. Considerable independence of judgement and action is exercised within established guidelines while more difficult or complex inquiries and issues are referred to a professional librarian who reviews work performance in terms of effective delivery of service and conformance to established standards and practices.

2. Illustrative Examples of Work

Receives and interprets reference and reader's advisory questions from the public in person, by mail or electronic media; provides information assistance on a variety of matters and enquiries related to all areas of the collection; refers complex unknown requests to a professional librarian; researches available reference sources; and may work on more complex reference questions as assigned.

Examines book lists, book reviews, catalogues, and other electronic and print bibliographic resources; checks lists, publishers' announcements, bibliographies and other material against the library's holdings; and assists professional staff in selecting and recommending the acquisition of electronic, print and audio-visual materials in an assigned location or subject area.

Develops and maintains awareness of the collection, reference sources, library policies and procedures and other key documents; assists in collection development and maintenance tasks by examining the condition, content and use of materials; and participates in the replacement, discard, and repair decisions.

Answers direction and general information questions regarding the location of material, facilities, library policies and procedures, or other matters.

Provides research assistance on special projects and writes reports on a variety of topics; identifies and maintains awareness of trends and developments in public library service.

Participates in public training and programming initiatives; assists professional librarians and library technicians to plan, organize and present library programs and community outreach for a variety of ages.

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Prepares displays, reading lists and lists of titles for purchase as directed; and performs other clerical or non-professional tasks.

Performs related work as required.

3. Required Knowledge, Abilities and Skills

Considerable knowledge of library methods, procedures and tools applicable to the work.

Sound knowledge of the objectives, organization, procedures, services, resources and operations of the library.

Working knowledge of the practices and principles of librarianship.

Working knowledge of the library's collections and related resource materials.

Ability to provide readers' advisory and reference services, assisting the public in the selection, location and use of a wide variety of internal and external source material and bibliographic tools.

Ability to deal effectively and courteously with the public, provide information, and interpret and explain library policies and regulations; and to establish and maintain effective working relationships with other employees.

Ability to carry out derivative and non-complex original cataloguing of specific library material under general supervision.

Ability to prepare and maintain a variety of records and files related to the work.

Ability to operate standard office equipment and use software related to the work.

Ability to provide basic troubleshooting of hardware and software problems on public computers.

Ability to plan, organize and carry out assigned duties and responsibilities with supervision.

Ability to interpret and understand oral and written instructions.

Ability and experience in research and writing.

4. Desirable Training and Experience

Graduation from a recognized university and partial completion of a degree in librarianship from an accredited library school, plus some related experience; or a combination of training and experience.

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5. Required Licenses, Certificates and Registrations

None.