



Town of Hanna Library Board

Interlibrary Loans Technician – Temporary, Part Time

Purpose: Manage the interlibrary loan workflow. To request and receive Interlibrary Loans (ILL) patron requests in a timely fashion. To liaise with external libraries regarding interlibrary loans. To communicate issues relating to recurring concerns, The Hanna Municipal Library reputation and any problems needing assistance to the Library Director.

Position Summary:

The Hanna Municipal Library is seeking an Interlibrary Loans Specialist for a temporary position. The position will be open from April 2023 to September 1st, 2023, with the possibility of leading into a permanent position.

Qualifications:

- High School Diploma
- Experience in library services would be an asset.
- Must be comfortable with the use of Microsoft Office, Internet Applications and Email etiquette.
- The individual will be organized as well as able to multitask.
- The ability to deal with the public while balancing a heavy clerical workload.
- Time management and communication skills are critical.
- Ability to lift 35 pounds.

Applicants must:

- Be 18 and older.
- Provide clean Criminal Record and Vulnerable Sector check as a condition of hire.

Hours: up to 15-20 hours per week; between 9:00AM -6:00PM Monday – Saturday.

Key Responsibilities:

- Process reports in Polaris to required schedule set by Marigold Library Systems and Library Director.
- Lend and collect books, periodicals, movies, and other materials.

- Enter and update patrons' records on computers.
- Sort books, publications, and other items according to established procedure and return them to shelves, files, or other designated storage areas.
- Locate library materials for patrons, including books, periodicals, and movies.
- Instruct patrons on how to use reference sources, and automated information systems.
- Inspect returned books for condition.
- Answer routine inquiries.
- Maintain records of items received, stored, issued, and returned.
- Perform clerical activities such as filing, typing, word processing, photocopying and mailing out material, and mail sorting.
- Aid in the maintenance of collections of books, periodicals, magazines, newspapers, and audiovisual and other materials.
- Take action to deal with disruptive or problem patrons.
- Register new patrons and issue library cards that permit patrons to borrow books and other materials.
- Assist in the preparation of book and other displays.
- Operate and maintain audiovisual equipment in the absence of the Library Director.
- Select substitute titles when requested materials are unavailable following criteria such as age, education, and interests.
- Process new library materials and send in new library materials to Marigold for cataloguing.
- Manages book donations.

Application Submissions:

Applications must include a resume and covering letter delivered in person or via email to:

Jenn Steinbrecker, Acting Director
 Hanna Municipal Library
 202-1st St W
 Hanna, AB T0J 1P0
info@hannalibrary.ca

This posting will close once the position is filled. *Only those candidates selected for an interview will be contacted.*