



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

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# Job Board Posting



Careers.Indigenous.Link

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## **LIBRARY ASSISTANT (PUBLIC SERVICES)**

<b>Job ID</b>	<b>27731-4058</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=27731-4058">https://careers.indigenous.link/viewjob?jobname=27731-4058</a>	
<b>Company</b>	McMaster University	
<b>Location</b>	Hamilton, ON	
<b>Date Posted</b>	From: 2019-07-16	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Education

### **Description**

JD#: UJD206Department:

The Health Sciences Library is one of McMaster University's four libraries. The library offers information services, resources and expertise in support of the university's commitment to knowledge-based health care practice and life-long learning.

Working in the Public Services unit, the Library Assistant is responsible for providing a variety of services to users and education programs during the fall and winter academic terms. Job Summary:

Responsible for providing a variety of services to users and education programs including research help, circulation and reserve, interlibrary loans, collection maintenance, and the safe keeping of library resources. Requires a thorough knowledge of library policies, procedures and systems. Serve in Public Services on the service desk. Representative Duties and Accountabilities:

- Project work associated with bibliographic databases, including, but not limited to, analysis of author publication metrics and to prepare corresponding reports on an ad hoc basis.
- Act as the first point of contact for users of all types. Answer or redirect general inquiries in person, by telephone and via email and responds independently to inquiries that are specific in nature and require a thorough knowledge of established policies and procedures.
- Provide in-depth research help by interpreting patron requests for research materials and finding solutions to their research needs by constructing complex search queries of various online systems and networks.
- Advise patrons on how to search, locate, and retrieve information from various library databases.
- Refer requests to appropriate internal and external sources and offer alternatives as required.
- Extract, interpret, and integrate information from a wide variety of traditional and non-traditional resources.
- Search online databases to identify and determine the correct bibliographic entries for research materials.
- Interpret bibliographic references to determine if the library owns the specific materials, where the items are located in the library system or on the internet, and whether or not they are available for loan.
- Provide circulation, reserve, and interlibrary loan services.
- Explain departmental policies and procedures to patrons and enforce them when necessary.
- Update and maintain knowledge of the operational and administrative processes related to the functions of departmental and library-wide policies and procedures.
- Make decisions and recommendations in situations where no established policy or procedure exists but there has been a past-practice or precedent set which can be referred to.
- Apply an understanding of the broader context and philosophy of both the library and the University to serve patron needs.
- Determine eligibility for borrower cards for non-University users based on established policies.
- Collect payments for borrower cards, fines, and replacement charge.
- Shelf library materials and maintain condition of library collections.
- Write a variety of documents, formal notes and records including, but not limited to, correspondence, procedure manuals and incident reports.
- Assist patrons with the use of printers and photocopiers in the library and report systems and mechanical problems to the appropriate area.
- Assist patrons with problems in accessing resources and report systems problems to the appropriate department.

### **Qualifications:**

#### **Education and Experience:**

- Bachelor's degree in a relevant field of study.
- 2-year Community College diploma in Library and Information Technology
- Requires 3 years of relevant experience, including two years for the completion of a diploma in Library and Information Technology.

#### **Additional Information:**

The successful candidate will possess the following:

Strong commitment to public services

Excellent interpersonal and communication skills

Excellent critical thinking and problem solving skills

Excellent customer service skills

Excellent computer skills and experience in Excel

Proven ability to pay close attention to detail and to work with accuracy

Knowledge and experience in providing library reference and circulation services in health sciences

Searching skills relating to health databases and health literature

One-to-one teaching skills

Ability to work both independently and as part of a team, in a fast paced environment

Experience working with university/library policies and procedures

Excellent computer skills and experience in ExcelThis 8 months, part-time position is approximately from the end of August, 2019 to the end of April 2020.

For more information, visit [McMaster University for LIBRARY ASSISTANT \(PUBLIC SERVICES\)](#)