University of Victoria  
Cupe Local 951 Position Description

<table>
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<tr>
<th>JOB:</th>
<th>TITLE:</th>
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<tr>
<td>Library Assistant/PB3</td>
<td>Circulation Assistant, Stack Maintenance</td>
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<tr>
<th>DEPARTMENT:</th>
<th>POSITION NO:</th>
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<tr>
<td>LIBRARIES – Academic Commons</td>
<td>994777 (also applies to: 994778, 997781, 997782, 997783, 997786, 997787, 997788, 997789)</td>
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<tr>
<th>SUPERVISOR:</th>
<th>LAST UPDATED:</th>
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<tr>
<td>Stack Maintenance Unit Supervisor</td>
<td>November 2015</td>
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SUMMARY:
Reporting to the Stack Maintenance Unit Supervisor this position supports the University of Victoria Libraries’ values and objectives by contributing to a strong and diverse staff team dedicated to service excellence. As a member of the Academic Commons team, this position works to maintain the order of the physical library collection. The main responsibilities include sorting and shelving, shifting and collection management and inter-departmental tasks, customer service at Circulation service desks, coaching new staff and helping with team building.

This position involves frequent physical effort; including moderate lifting, bending, reaching, pushing and pulling.

MAJOR RESPONSIBILITIES AND DUTIES: (In order of importance to a maximum of 8)


   **Duties:**
   - Collect materials from all return locations and study spaces in library and bring to appropriate sorting area; separate, prioritize and fine-sort returns and non-circulating materials and re-shelve in correct call number order
   - Sort and reshelving items in main stacks, compact shelving, Reference collection, Current Periodicals, Microforms and music scores
   - Record daily statistics
   - Assist library users with directional questions and finding materials

2. **Responsibility: Shifting and Collection Management and Inter-Departmental Tasks – 25%**

   **Duties:**
   - Redistribute materials on shelves as required to accommodate re-shelving and new material
   - Ensure the library materials are organized and maintained in good order
   - Prepare and label pamphlet boxes for loose or unbound material
   - Create labels for boxes and range-ends
   - Collect new Periodicals from Serials and shelf in PER reading area
   - Shelve daily newspapers
- Check allocated study carrels’ drawers for library materials
- Transfer or discard serials following holding retention guidelines, update labels
- Collect new Reference items and rotate for weekly viewing
- Collect, sort and distribute shelf-ready material from bindery and cataloguing
- Assist with moving or re-shelving material from library departments
- Participate in interdepartmental projects

3. **Responsibility:** Customer service at Circulation Desks – 15%

**Duties:**
- Assist at Loan desk
- Check-out circulating library items to users & check in returned items
- Update users’ library accounts
- Respond to user enquiries in person or by phone
- Explain borrowing regulations and library policies
- Process user transactions using cash register and point of sale machine
- Re-ghost and recharge loaned laptops
- Process recalls, Inter-Library Loan returns and manual transactions
- Assist in opening or closing the building
- Search and retrieve requested or missing library material for Holds
- Assist with cross-campus delivery of requested library materials
- Perform designated tasks similar in scope and complexity

4. **Responsibility:** Coaching new staff and team building – 5%

**Duties:**
- Demonstrate Stacks’ routines and procedures for new staff, including Student Assistants and developmentally challenged staff placements
- Provide tips and coaching on setting priorities and coordinating daily tasks
- Refer problems and queries to supervisor as required
- Participate in regular Stack Maintenance meetings

**REQUIRED QUALIFICATIONS:**

*Identify the qualifications required to perform the job. These should be directly related to the work and not to the education and experience level of the current incumbent.*

**Skills:**
- Ability to communicate effectively with staff and library users
- Ability to work independently and as part of a team
- Flexibility to switch from one task/project to another
- Ability to pay close attention to detail and work in organized manner
- Ability to maintain concentration and accuracy while performing repetitive tasks
- Physically able to lift, bend, reach, push and carry a weight over 10 kg (22 lbs)
- Comfortable working with basic computer applications including Microsoft Word
**Specialized Knowledge/Education:**
- Familiarity with academic library setting is an asset

**Experience:**
Minimum 12 months working in public service – preferably library related.

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<td>Supervisor’s Signature:</td>
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