



Employment Opportunity

Library Assistant - Interlibrary Loan

We're looking for a part-time Library Assistant - Interlibrary Loan. This position usually works 22.5 hours per week and includes evenings and Saturdays. The starting hourly rate will be \$25.73 per hour.

Responsibilities:

- Places orders for requested interlibrary loan titles, oversees self-initiated requests, and responds to requests from other libraries with in the interlibrary system.
- Creates self-initiated user accounts in the interlibrary system.
- Prepares monthly reports and statistics for the Chief Executive Officer.
- Assists customers with technological questions and reference and readers' advisory questions when assigned to work at the service desk.
- Performs other duties as required.

Qualifications:

- Relevant post-secondary education. A Library Technician diploma is preferred.
- Library experience is an asset.
- A satisfactory criminal record check with vulnerable sector screening.

To apply:

Please email cover letter and resume to Amanda Foster, CEO/Chief Librarian (afoster@smithsfallslibrary.ca) by March 10, 2026.

Smiths Falls Public Library welcomes applications from people with disabilities. Accommodations are available upon request for candidates taking part in the selection process.