

Library Assistants and Clerks

Description

Library assistants and clerks issue and receive library materials, sort and shelve books and provide general library information to users. They also perform clerical functions. Library clerks are employed by libraries or other establishments with library services.

Duties:

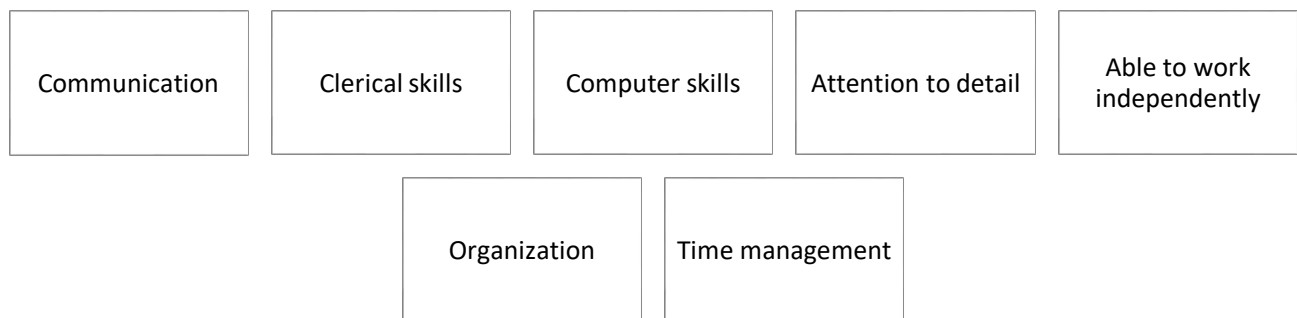
- Issue and receive library books and other materials
- Sort and reshelve books and other library materials
- Perform clerical activities such as manual and electronic filing and record payments received
- Maintain journal subscriptions
- Assist library users in accessing library materials and online resources, and in making interlibrary loans.

Other titles:

- library page
- interlibrary loan clerk
- library assistant
- shelving clerk – library
- periodicals clerk
- reference clerk
- circulation clerk – library

(Government of Canada National Occupation Classification)

Skills



Education/Training Requirements

Ontario Secondary School Diploma (OSSD)

- Completion of secondary school is usually required

Post-secondary diploma/degree

- Progression to more senior positions is possible with post-secondary education related to library science

Certification

- Not required

Potential Earnings in Durham Region

The average and median wages and salaries for individuals employed as library assistants and clerks are as follows. Place of Residence (POR) is defined as individuals who reside within the Durham Region. Place of Work (POW) is defined as individuals who are employed within the Durham Region.

Median Wages and Salaries (POR)	Average Wages and Salaries (POR)	Median Wages and Salaries (POW)	Average Wages and Salaries (POW)
\$16,784	\$20,239	\$16,845	\$19,999

Employment Prospects

Industry (NAICS)	Jobs in Durham Region (POW)	Durham Region Residents Employed (POR)
5191 – Other Information Services	260	285

(Ministry of Advanced Education and Skills Development 2016 data in Durham Workforce Authority's 2017 Sector Report)

Additional Resources

- Libraries in Durham Region: <https://www.durham.ca/en/living-here/libraries.aspx>