

BENCHMARK POSITION NUMBER: 13 CLASSIFICATION LEVEL: 5
 SECTION TITLE: LIBRARY CENTRE EFFECTIVE DATE: _____
 POSITION TITLE: LIBRARY CLERK SUPERVISOR'S TITLE: _____
 POSITION NUMBER: _____ SUPERVISOR'S LEVEL: _____

SUMMARY

Under the supervision of the Public Affairs Officer, operates the Canadian Library Centre; provides a comprehensive reference service for local residents, Canadians, general public and Embassy staff; classifies and catalogues books, compiles Departmental and other library material, performs related duties; supervises and co-ordinates the work of two employees engaged in effective attention to the public and concerned with general library maintenance.

DUTIES

% OF TIME

1. Provides a service to researchers and attends to their needs by: 30%
- determining the specific information requirements,
 - searching and scanning periodicals, bibliographies and other sources of information to locate pertinent literature in specific fields,
 - forwarding literature citations to inquirers who are out of town or unable to come personally to the library,
 - providing reference services to library patrons,
 - bringing new acquisitions to the attention of researchers whose interest in a specific area requires continuing awareness,
 - perusing publishers' catalogues and assessing literature needs for library patrons, and requesting material from headquarters in Ottawa to build up a comprehensive and effective library,
 - acquiring publications available locally for Embassy officers through purchase or interlibrary loan.