



Position Title: Client Services Librarian (full-time-5 days per week)
(2 positions: 1 permanent full-time and 1 six-month contract)

Organization: Courthouse Libraries BC

Location: Vancouver and New Westminster, BC
(hours will be split between both locations @ 75%/25%)

About Courthouse Libraries BC (CLBC)

Courthouse Libraries BC's vision is that everyone in BC has the legal information they need and the ability to use it. We are looking for librarians with a customer service focus to provide information services for clients of the library. These positions are part of our team that serves clients in our Vancouver and New Westminster locations and support staff and clients across the province via phone and email.

We offer a dynamic and supportive workplace, where we value diversity and work-life balance. These two positions are a five-day per week position (35 hours per week), starting January 2016.

What You'll Be Doing

- Assisting clients from the legal community and the public in finding and using legal information and tools, including:
 - answering reference questions, and providing effective referrals
 - supporting clients in finding and using information on public access computers as well as printed materials
 - circulating materials using an automated circulation system
 - taking and filling document delivery orders
- Contributing to maintaining the collection
- Providing orientations to the library and digital/print collections
- Working as part of a team to support training and outreach
- May be called upon to develop digital content

What You'll Need

- Master of Library and Information Studies from an ALA accredited university
- Excellent communication and interpersonal skills, both in person and online, as well as an understanding of plain language concepts
- Comfortable working as the only library employee in our New West location
- Ability to be flexible and work independently as well as part of a team

- Strong multitasking and prioritization skills
- Ability to assist a diverse community in a fast-paced environment
- Ability to master information sources and new technologies quickly
- Experience developing and delivering training/presentations based on audience needs is an asset

How to Apply

Please submit your resume and cover letter by e-mail to employ@courthouselibrary.ca.

Please indicate 'Client Services Librarian-Vancouver and New Westminster' in your email subject line.

In your cover letter please clearly indicate which position (permanent full-time or six-month term) you are interested in.

Your cover letter should describe how you meet the requirements of the position. The deadline for applications is Monday, November 16, 2015 at 4:30pm.

We thank all who apply and only those selected for an interview will be contacted. As a condition of employment in the courthouse library system you must be prepared to undergo a criminal records check.