

**WOODSTOCK PUBLIC LIBRARY
INTERNAL/EXTERNAL JOB POSTING 2026-05**

Technical Services Clerk: Full-time (Temporary, up to 12 months)

DATE: September 2, 2026

JOB TITLE: Technical Services Clerk
Pay Level 6

HOURS OF WORK: Thirty-five (35) hours per week.
Schedule is subject to change, and is not negotiable.
May include evenings, Saturdays and Sundays.

NATURE OF POSITION:

Reporting to the Technical Services Supervisor, the Technical Services Clerk cleans, repairs and prepares library materials for public use, prepares withdrawn materials for disposition, and maintains the supplies required to perform said functions. The Technical Services Clerk supports the Interlibrary Loan and circulation service, and ensures the flow of new materials from receiving to Technical Services in a timely fashion.

QUALIFICATIONS:

1. Library Technician Diploma or equivalent experience as determined by employer.
2. Demonstrated technology skills, including Microsoft Excel and Word, and library applications.
3. At minimum one (1) year experience with Interlibrary Loans and library classification systems preferred.
4. At minimum one (1) year experience with the Symphony WorkFlows ILS.
5. Ability to work with accuracy and attention to detail.
6. Excellent interpersonal skills.
7. Excellent oral and written communication skills.

DUTIES AND RESPONSIBILITIES:

1. Prepares library materials for public use by applying labels, covers, packaging, etc.
2. Adds new magazines to established library records, edits magazine records as required.
3. Repairs damaged materials from library collections.
4. Prepares library materials selected for withdrawal for disposition.
5. Disposes of withdrawn materials as per established procedures.
6. Cleans materials in library collections including audio visual recordings and other materials.
7. Orders and maintains supplies through approved vendors and established procedures.

8. Performs quality control check for newly catalogued materials, makes minor corrections as needed.
9. Acts as support for Interlibrary Loan (ILLO) by monitoring and responding to the daily interlibrary loan activity of incoming and outgoing requests for the Woodstock Public Library when required.
10. Processes and packages all incoming and outgoing interlibrary loan materials when required.
11. Performs circulation duties including, but not limited to, the check-in and check-out of materials, the registration of borrowers, and the collection of fees and fines when required.
12. Performs cataloguing duties related to interlibrary loan, including the creation of temporary item records for ILLO materials from other library systems when required.
13. Verifies the accuracy of shipments and identifies items that need to be rushed through the cataloguing process when required.
14. In support or absence of the Administrative Assistant, manages the switchboard/ incoming calls to the library.
15. Attends departmental staff meetings.
16. Performs related duties as assigned.

SALARY RATE AND RANGE: \$36.48/hr to \$40.17/hr (2026 rates)

APPLICATION DEADLINE: 4 pm, Friday, September 11, 2026

This is a bargaining unit position, CUPE Local 1146-Library Unit. Library Unit employees will first be given consideration for this vacancy followed by other applicants.

Interested persons are requested to submit a cover letter and resume to:

Lori Peixoto
Administrative Assistant
Woodstock Public Library
445 Hunter Street
Woodstock ON N4S 4G7
lpeixoto@mywpl.com

Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Personal Privacy Act.

The Woodstock Public Library Board is an Equal Employment Opportunity Employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.