

West Perth Public Library Employment Opportunity



Student Library Page – Part-Time

The West Perth Public Library (WPPL) is an accredited, fully accessible, thoroughly modern small library. In partnership with four other libraries in the Perth County Information Network (PCIN), WPPL shares and optimizes collections using Horizon and Collection HQ, operates an inter-library courier van, and harmonizes programs, services and staff training. Patrons have rapid access to the entire 150,000-item collection of the partner libraries.

Reporting to the Head Librarian/CEO, the Library Page is responsible for sorting, shelving, and processing Library materials in a safe and efficient manner and assisting with other tasks as assigned. This includes ensuring the collections and displays are in neat and proper order, providing excellent customer service, and working cooperatively with Library colleagues to ensure necessary workflow and coverage.

Responsibilities

- Organize circulation materials by sorting, shelving and relocating
- Maintain shelf order and reshelve misplaced materials as needed
- Provide customer service support by assisting patrons with public computer use, locating library resources, navigating search tools, and answering general questions about library facilities and services.
- Maintain tidy public spaces by clearing tables, organizing furniture, and performing light cleaning as needed
- Support the library team with administrative tasks, projects, displays, and events
- Perform other duties as assigned by the Head Librarian/CEO

Qualifications and Skills

- This is an introductory position where volunteer experience or minimal job experience would be an asset
- Strong interpersonal, oral and written communication skills

Position Details

- Hourly Pay: \$16.94
- Working hours vary between 5-15 hours/week
- Applicants must be available for shifts during the evenings and weekends

For more information about the West Perth Public Library, visit <https://westperthpl.ca/>

Join the Team!

Interested individuals with these qualifications are encouraged to email a cover letter and resume to Laura Bere, CEO, West Perth Public Library, lbere@westperthpl.ca

Deadline to Apply: 4:30pm on Monday, July 20, 2026

We thank all applicants who apply, however, only those considered for an interview will be contacted. It is the policy of the Municipality that all persons considered for employment are required to provide the Municipality with a criminal record check by the police force responsible for the jurisdiction of their residence. The Municipality of West Perth is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, West Perth will provide accommodations to all applicants with disabilities throughout the recruitment, selection and/or assessment process. Personal information contained in applications will be used for recruitment purposes and collected as per the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56.