



We respectfully acknowledge that Burnaby Public Library is located on the unceded territories of the [xʷməθkʷəy̓əm](#) (Musqueam), [Skwxwú7mesh](#) (Squamish), [selilwətaʔ](#) (Tsleil-Waututh), and [kwikwəʔəm](#) (Kwikwetlem) Peoples. Each Nation has distinct histories and distinct traditional territories that fully or partially encompass the city of Burnaby. We encourage you to learn more about the Host Nations whose ancestors have occupied and used these lands, including parts of present-day Burnaby, for thousands of years.

Burnaby is the third largest city in British Columbia, with excellent rapid transit links, significant parkland, and well-equipped recreational facilities. Our 250,000 residents speak 120 languages, and more than half of our culturally diverse population has a mother tongue other than English.

Our four libraries are important public spaces, meeting places and centres for discovery and dialogue, anchored by our broad and deep collections and our commitment to in-person service. Burnaby Public Library is changing to continue to meet the needs of our highly diverse community, with an increased emphasis on community-led approaches and connecting with people outside the library, a greater focus on digital literacy, and a commitment to upgrading and rethinking our public and staff spaces.

Burnaby Public Library (BPL) invites applications for the following position. Forward your resume and cover letter in confidence to careers@bpl.bc.ca and quote competition 2025-15. The closing date for this posting is **Friday, July 4, 2025**.

Position Title: CLERK – MOBILE LIBRARY SERVICES

Location: HOME LIBRARY & ACCESSIBLE SERVICE (HLAS), BOB PRITTIE METROTOWN LIBRARY

Status: AUXILIARY

Position Summary:

Clerk - Mobile Library Services provides friendly inclusive library services to homebound patrons in Burnaby's culturally diverse community. Our ideal candidate is friendly, compassionate, self-motivated and works well in a small team environment. It is important that they have some knowledge of library technology, accessible equipment and accessible formats. They exercise flexibility, initiative and good judgement in providing service.

Clerk – Mobile Library Services reports to Senior Clerk Home Library and Accessible Service.

Duties:

- Assist patrons with their library accounts and communicate our library services and policies.
- Select and pack library materials for patrons based on preferences.
- Work with new patrons to determine reading preferences and library materials in formats that are accessible to them.
- Perform circulation duties such as checking materials in and out; processing in-house, inter-branch and other library system requests; placing items on hold; and creating new item requests.
- Establish and maintain effective working relationships with patrons and staff of facilities visited.
- Operate a delivery truck; loads and delivers library materials to specified locations, including private homes, group homes and care facilities.
- Give basic readers' advisory services to patrons; respond to information questions and refer questions that need professional assistance to a librarian.

- Demonstrate and help patrons use technology and accessible equipment.
- Carry out a variety of routine clerical functions such as filing and shelving.
- May give direction to other staff if a supervisor is absent; may help librarians in a program or workshop.
- Prepare and maintain a variety of files, records and statistics.
- Perform related work as required

Qualifications:

- You have completed Grade 12 with some additional training, plus related library work experience. Or you have a similar mix of education, training and experience. A Library Technician Diploma is not required but is useful.
- You are curious about what library users and community members need, and you have a passion for delivering excellent customer service.
- You use good judgement to make decisions and work with minimal supervision.
- You care and want to apply equity, diversity, inclusion and anti-racism to your work.
- You can establish and maintain effective working relationships with the public and library staff; and exercise patience, tact and diplomacy when providing services to the elderly and patrons with disabilities.
- You can prepare and maintain records, files and documents related to the work.
- You can give information and readers' advisory services and help patrons use library resources and equipment.
- You are able to give direction to other staff when a supervisor is absent, if needed.
- The ability to speak languages in addition to English is valuable to us.
- You have sufficient physical strength to perform loading and unloading of library material.
- A valid B.C. Driver's License is required.

Salary: \$29.48 hourly per CUPE 2022-2024 Collective Agreement

Hours: Auxiliary shifts will be scheduled as required at all four branches. Shifts may include evenings and weekends.

We thank all applicants for their interest in Burnaby Public Library. We encourage you to apply even if you do not have all the qualifications we list here. Only those selected for an interview will be contacted.

BPL believes that diversifying our staff will make our organization better and more reflective of the community we serve. We encourage people of all gender identities and expressions, ages, ethnicities, cultures, abilities, sexual orientations, and life experiences to apply.
