



EMPLOYMENT OPPORTUNITY

Cumberland Public Libraries

Branch Library Clerk

Permanent, Part-time (12 hours per week)

Location: **Oxford Library and Springhill Library**

Requirements:

- Minimum grade 12, college or university preferred.
- Previous library experience desirable but not essential.
- Be well organized, pay close attention to detail, and work well with others.
- Have a broad knowledge of literature.
- Working knowledge of basic computer functions, Windows and searching the Internet

Duties:

- Working on the circulation desk of the Oxford Library and Springhill Library
- Checking out library materials
- Checking in and shelving materials
- Helping patrons find information
- Keeping statistics
- Assisting patrons in using the library catalogue and the Internet
- Organizing and conducting library programs
- Carrying heavy boxes of books
- Other duties as required.

Salary:

- \$16.50 per hour
- 12 hours per week plus occasional fill-in hours.
- Evenings and Saturday hours may be required.

To apply:

Please send resume and cover letter with 3 references to:

Denise Corey, Library Director

email: information@cumberlandpubliclibraries.ca

Fax: 902-667-1360

Deadline for applications: March 5, 2026

We thank all who apply, but only those selected for an interview will be contacted.

Cumberland Public Libraries is pleased to accommodate individual needs in accordance with provincial legislation, within our recruitment process. If you require accommodation at any time throughout the recruitment process, please contact information@cumberlandpubliclibraries.ca.