



LEGISLATIVE ASSEMBLY OFFICE JOB PROFILE

Legislature Library Library Page

May 2026

Purpose

The Legislative Assembly Office (LAO) supports the Speaker and Members of the Legislative Assembly (MLAs) by providing nonpartisan procedural, administrative and educational services. The Legislature Library provides reference and information services to MLAs, their staff and to the LAO.

Reporting to a Librarian, the Library Page supports the daily operations of the Legislature Library by shelving and retrieving materials, assisting with collection preservation, preparing materials for withdrawal and performing assigned project and maintenance tasks. The Library Page ensures accuracy, accessibility and organization within the collection so that MLAs, their employees, LAO branch staff and members of the public can rely on timely and well-maintained resources.

Library Services operates in accordance with the *Legislative Assembly Act*, Standing Orders, LAO policies, procedures and protocols and follows direction from the Speaker, the Members' Services Committee, the Clerk and the Director of Library Services and Records Management.

Responsibilities and Activities:

1. Support accurate and efficient circulation and collections workflows.

Activities:

- Retrieve materials in response to requests
- Shelf materials accurately using Library of Congress and CODOC classification systems
- Shift materials using book carts and ladders to maintain proper organization and spacing
- Conduct shelf reading to ensure materials are in correct order and identify missing or misfiled items
- Perform daily end-of-day clean-up and organization of Library spaces
- Conduct daily environmental monitoring of storage spaces

2. Assist with collection preservation, maintenance and physical processing.

Activities:

- Support collection preservation tasks, including monitoring condition issues and following established treatment procedures
- Wrap newspapers and complete monthly newspaper maintenance routines
- Review microfilm and other newly acquired material for completeness and condition
- Participate in inventory activities, including counting, scanning and searching for missing materials

- Assist in preparing materials for withdrawal, following established criteria and workflows
- File documents and maintain order across binders, folders, vertical files and other collection components

3. Provide digital and administrative support to Library branch operations.

Activities:

- Print, process and prepare documents as required
- Apply OCR, watermarks and other digital treatments to documents following established procedures
- Support project work assigned by Library staff, which may vary in complexity and timelines
- Provide reference desk support as requested
- Perform indexing activities and metadata correction tasks as assigned
- Assist with microfilm clipping, document handling and other administrative tasks as necessary
- Maintain up-to-date skills to apply new technologies and processes as needed

4. Support the overall operations of the LAO in order to meet the goals and objectives of the LAO in the provision of support to the Legislature.

Activities:

- Contribute as an active team member to LAO initiatives, which may include supporting the Clerk and the Speaker and participating in ceremonial and conference functions
- Demonstrate commitment to workplace health and safety by following safe work practices and reporting work-related accidents and hazards immediately
- Participate in the classification, maintenance, retention and disposition of records within the guidelines of the LAO's file classification and retention schedule
- Demonstrate support for a positive workplace culture and the valued behaviours pursuant to the respectful workplace policy

Scope:

- Provide accurate, timely, and confidential operational support to all Library client groups
- Operate as a nonpartisan entity in a dynamic political environment
- Incumbent is required to handle physical collection materials, including lifting, bending or twisting, reaching, repetitive motions and moving items with book carts and ladders
- Incumbent is required to shelve according to specialized classification systems (Library of Congress and CODOC)
- The position impacts Library staff and clients needing to access Library resources
- Perform tasks requiring strong attention to detail, organization and accuracy
- Assist in project work that may require coordination with Library Technicians and Librarians

Knowledge, Skills and Abilities:

- High school diploma and current enrolment in postsecondary education; preference given to students enrolled in library-related programs

- Strong attention to detail, accuracy and organizational skills
- Strong written and verbal communication skills
- Ability to work effectively in a highly collaborative environment
- Ability to prioritize and balance concurrent deadlines, manage shifting priorities and handle urgent turnaround requests effectively
- Excellent technology skills and ability to learn new applications quickly
- Ability to exercise sound judgment, tact and diplomacy in all interactions
- Ability to lift, bend, twist and reach when shelving, shifting and handling Library materials
- Knowledge of Library of Congress classification and/or CODOC classification is an asset
- Experience using an integrated library system (ILS) is an asset
- Working knowledge of the LAO mandate, structure, policies, procedures and protocols
- Interest in and understanding of current events, history, public policy and concepts of parliamentary democracy