

Freedom to Discover

JOB TITLE:	Library Technician – Temporary Full Time
PAY BAND:	Grade D \$29.212 - \$34.367
LOCATION:	Technical Services
SCHEDULE:	35 hours per week; Monday to Friday
START DATE:	As soon as possible for a period up to six months

JOB SUMMARY:

Reports to the Manager, Technical Services. Performs various cataloguing and metadata related activities to support access to the library's physical and digital collections. Provides support in acquisitions related tasks.

JOB DUTIES:

Inputs and retrieves data from the Integrated Library System (ILS) in the Acquisitions, Serials, Cataloguing and Circulation modules.

Performs descriptive cataloguing; determines classification numbers and assigns subject headings for monographs, serials, and materials in a variety of formats.

Ensures that international bibliographic standards and local cataloguing standards are efficiently applied and meet RDA, AACR2, MARC21 and new metadata standards, such as Dublin Core.

Provides access to the library's digitized materials by assigning, inputting and editing local metadata schema following established policies and procedures.

Performs routine authority verification and maintenance for names, series, and subjects.

Searches internal and remote databases for cataloguing copy.

Downloads bibliographic and authority records.

Creates and modifies holdings data.

Supports the ordering process by cancelling orders; receiving/checking materials, preparing invoices for submission to Business Office, performing year-end related functions and maintaining good working relationships with vendors.

Attends training sessions and staff meetings.

Completes questionnaires; composes correspondence; compiles statistics.

Applies labels and barcodes to library materials.

Loads and unloads library materials.

Performs preventative maintenance on equipment; contacts service personnel as required.

Performs other duties as assigned and which are directly related to the major responsibilities of the job.

MINIMUM QUALIFICATIONS:

Educational Requirements:

Library and Information Technician Diploma from an accredited college

Experience:

One (1) year cataloguing/metadata experience with a Library Management System and/or Content Management system

Skills/Competencies:

Demonstrates knowledge of and experience with cataloguing techniques and principles [KNOWLEDGE/JOB-SPECIFIC COMPETENCY]

Demonstrates knowledge of and experience with RDA, AACR2R, MARC21 [KNOWLEDGE/JOB-SPECIFIC COMPETENCY]

Demonstrates knowledge of online cataloguing tools and thesauri used to classify and determine subject access , such as WebDewey, Cataloger's Desktop and Amicus [KNOWLEDGE/JOB-SPECIFIC COMPETENCY]

Demonstrates ability to interpret bibliographic data and accurately enter such data into an integrated library management system or, related digital asset management system [JUDGEMENT/JOB-SPECIFIC COMPETENCY]

Demonstrates ability to work with Roman alphabet foreign languages with the aid of dictionaries and the ability to apply the table of diacritic equivalence. [KNOWLEDGE/JOB-SPECIFIC COMPETENCY]

Flexibility and ability to quickly adapt to new technologies, standards and ways of working [RESULTS ORIENTATION]

Demonstrated knowledge of the publishing industry, media distribution, and purchasing procedures [KNOWLEDGE/JOB-SPECIFIC COMPETENCY]

Demonstrated knowledge of computer concepts and terminology, and proven experience with MS Office [KNOWLEDGE]

Demonstrated skill in communicating clearly, presenting information, writing and active listening. [COMMUNICATION]

Demonstrated ability to organize workflow and to work accurately in a team-based, high production environment performing duties requiring attention to detail. [RESULTS ORIENTATION]

Demonstrated performance of duties requiring independent judgement and initiative. [JUDGEMENT]

Commitment to continuous learning through active participation in training, workshops, conferences. [LEADERSHIP]

Physical Requirements:

Physical ability and stamina to operate relevant equipment, to retrieve materials and to perform tasks involving the lifting and movement of library materials.

Legislative Requirements:

Works in accordance with all applicable Ontario Public Library, Privacy, Occupational Health and Safety, Employment Standards, Human Rights, AODA, Labour Relations and Pay Equity legislation and all other relevant legislation.

Organizational Requirements:

Adheres to policy and procedures identified in the Hamilton Public Library Manuals.

Please be aware the selection process may involve any of interviews, test, and presentations or any combination thereof.

Applying

- The deadline for this application is 11:59pm September 13, 2019
- Please visit www.hpl.ca and proceed to Jobs at HPL to apply through City of Hamilton recruiting site

The Hamilton Public Library is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.

By submitting a resume, you are declaring that the information contained is true and complete to your knowledge. You understand that a false statement may disqualify you from employment, or cause your dismissal. We thank all applicants who apply and advise that only those selected for an interview will be contacted.

Submission of references also stands as consent to obtain reference checks, personal or background checks and personnel file information as the Hamilton Public Library may require in connection with your employment. We respect the confidentiality of applicants and check references near the final stages of the selection process.

The successful candidate will have to provide original proof of a Criminal Record and Judicial Matters Check. It is understood that the various checks referred are for employment purposes only and you agree that you will not hold any party liable for the information given or received.