



Freedom to Belong and Discover

Please send application to recruit@hpl.ca no later than 11:59 p.m. on Friday, September 12, 2025. Please quote job title, department or location, and position number.

JOB TITLE:	CATALOGUING & METADATA LIBRARIAN – Temporary Full Time
PAY BAND:	Grade G \$40.774 - \$47.969
LOCATION:	Travel to other locations to conduct library business will be required
SCHEDULE:	35 hours per week
START DATE:	ASAP, up to 12 months with possibility of extension.

JOB SUMMARY:

Reports to the Manager of Collections. Plans and coordinates the workflow and training programs for Technical Services staff in Cataloguing, Metadata and Authority Control processes. Responsible for supporting metadata-dependent efforts to manage, expose, and share collections with users, ensuring the uniform application of standards for resource description of the library's physical and digital collections. Responsible for original and complex adaptive cataloging, primarily for the Library's Local History and Archives collection.

JOB DUTIES:

Assists Manager; oversees daily operations; oversees and instructs staff; monitors staff performance and recommends appropriate interventions; develops individual learning plans and provides feedback and progress reports; acts as a resource person.

In consultation with the Manager, develops training programs for Technical Services staff in cataloguing and authority control functions; plans and delivers training in the cataloguing of library materials and bibliographic maintenance of the library's catalogue; assesses staff training progress and identifies and reports staff training needs.

Performs complex copy and original cataloguing of monographs, serials, and materials in all languages and formats, including electronic; performs complex authority work, classification and database management.

Provides quality assurance for vendor MARC records and works with Digital Technology to ensure the integrity of loading MARC records; participates in MARC mapping of bibliographic and authority records according to national standards.

Writes, updates and evaluates manuals and procedures; writes reports; composes correspondence; compiles and analyzes statistics, inputs and retrieves data. Provides expertise and advice on the Library's physical and digital projects; collaborates with others, including cross-departmental work, to define and perform metadata needs; responsible for providing recommendations on the types of metadata required for effective access to electronic publications and the library's digital collections, tracking developments on metadata standards and facilitating access to library resources.

Responds to facility and service issues following established guidelines; contacts the Facilities Help Desk, the Digital Technology Helpline or Management as required.

Reviews services and operations; recommends changes; recommends objectives and outcomes; plans and implements projects; participates in Department planning, strategic planning processes and system initiatives; develops and executes work plans.

Monitors, assesses and evaluates professional and community trends.

Maintains professional knowledge and awareness of best practices for library services; attends training sessions and staff meetings.

Oversees and instructs staff.

Loads and unloads library materials.

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

Prepares staff schedules using established guidelines; forwards for approval; maintains staff records such as timekeeping records. Completes forms and maintains records such as staff absences and vacations.

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

MINIMUM QUALIFICATIONS:

Educational Requirements:

Master's Degree (MIS or MLIS) from an ALA accredited Library School with an

emphasis on cataloguing.

Qualifications:

- Two (2) years cataloguing experience in a technology rich environment in a medium to large library system with an integrated library system and bibliographic utilities.
- Multilingualism is considered a strong asset.

Experience:

- Demonstrated working knowledge of established and emerging national and international standards and tools relating to metadata and classification such as: Dublin Core, MODS, RDA, AACR2, EAD, LCSH, FRBR, XML, EAD, TEI or other document encoding standards.
- Supervisory knowledge and experience organizing the workflow of self and others.
- Excellent analytical skills and oral and written communication skills. Evidence of high productivity and problem solving skills when working independently and in groups as changing
- Self-motivated, detail-oriented, with good team-working skills, a strong service orientation, and a demonstrated commitment to staff development and diversity in an environment of continuous improvements.
- Demonstrated knowledge of cataloguing principles for choice and form of entry, descriptive cataloguing and MARC coding including knowledge of AACR2, RDA, MARC 21, LCSH, Dewey,
- Canadiana and LC authorities, LC rule interpretations and experience with authority control procedures. Understanding of CODOC would be an asset.
- Understanding of original metadata creation and retrospective metadata projects, editing, analysis, and transformation tools such as: OCLC Connexion, oXygen XML Editor, MarcEdit, OpenRefine.
- Familiarity with linked data and semantic web applications. Knowledge of metadata application in a repository environment. Working knowledge of a language in addition to/other than English would be desirable.
- Demonstrated ability to write clear and comprehensive procedures, documentation, training plans and materials.

Competencies:

Demonstrates ability to apply knowledge and experience of cataloguing principles and skill in cataloguing a variety of formats, serial skills and experience in the organization of electronic resources [KNOWLEDGE/CATALOGUING]

Demonstrates ability to apply knowledge and experience of MARC and other non-MARC library standards; demonstrates encoding skill [KNOWLEDGE/CATALOGUING]

Demonstrates ability to understand and to apply the purpose and principles of subject analyses and the role of controlled vocabularies [KNOWLEDGE/CATALOGUING]

Demonstrates skill in communicating and presenting information, writing, consulting and practicing active listening [COMMUNICATION]

Displays a strong commitment to service excellence, understands service objectives, recognizes diverse customer needs and works collaboratively to develop customer-focused programs and service [CUSTOMER SERVICE FOCUS]

Analyzes and evaluates situations and issues, recognizes problems, anticipates consequences and develops appropriate courses of action [JUDGEMENT]

Displays a commitment to continuous learning in order to remain current with the library's policies and procedures, relevant legislation, trends, best practices and professional knowledge [KNOWLEDGE]

Effectively relates and engages others in the achievement of objectives and advocates for the role and mission of the library within the community and demonstrates team leadership and credibility [LEADERSHIP]

Manages resources effectively through all stages of project planning and implementation [PROJECT MANAGEMENT]

Prioritizes activities and works effectively independently, as part of a team and leading others, sets and achieves or surpasses goals [RESULTS ORIENTATION]

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 and equipment

Legislative Requirements:

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

Organizational Requirements:

Adheres to policy and legislation identified in the Hamilton Public Library Policy and Procedures Manuals.

HPL employees and users of HPL cloud-based applications are required to use Multi-Factor Authentication (MFA) as an essential measure to enhance the protection of HPL's technology assets. MFA augments technological security by requiring two steps for full authentication. Employees who do not have a Library-provided cellphone are expected to use their personal cellphone or internet connected device to satisfy the MFA requirement consistent with HPL policies and procedures.

Internal applicants: This position requires the completion of an Experiential Learning Program (ELP) relevant to the role posted. All Librarian roles require the Librarian ELP. Experience obtained outside the organization may be considered where an applicant can demonstrate their education and experience is commensurate to an ELP.

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.