

## Nipissing University

### JOB DESCRIPTION

<b>JOB TITLE:</b>	Library Technician – Cataloguing & Acquisitions
<b>DEPARTMENT:</b>	Harris Learning Library
<b>JOB CLASSIFICATION:</b>	Technician B
<b>WAGE GRADE:</b>	WG 40
<b>EMPLOYMENT DEFINITION (STATUS):</b>	Full-time Support
<b>SUPERVISOR:</b>	Manager, Archives and Access Services
<b>DATE LAST REVISED:</b>	January 2023

#### SUMMARY OF FUNCTIONS:

Reporting to the Manager, Archives and Access Services, the Library Technician – Cataloguing & Acquisitions is responsible for cataloguing incoming print materials in Alma with bibliographic and holding records that meet and /or exceed established best practices and local requirements. The Technician uses their detailed knowledge of cataloging best practices and Alma functionality to identify and improve local and consortial records, correcting inaccuracies leading to improved resource discoverability for students. The Technician places and monitors all aspects of orders made directly with selected vendors and helps to resolve issues with librarian placed orders in Rialto.

The Technician enriches the library user experience by providing guidance and assistance to faculty, students and staff of Nipissing University and Canadore College and the community while working at the library Service Desk. Responsibilities include assisting library users with circulation services, access to information resources, guidance with information searching and effective search strategies. Works in collaboration and consultation with a diverse team of library staff, librarians, Manager, Archives & Access Services, Executive Director in all service activities, planning new initiatives and projects and participation with library working groups.

#### DUTIES & RESPONSIBILITIES:

##### Cataloguing & Metadata

(45%)

- Perform original and copy cataloguing of new print and electronic monographs, including subject analysis, classification and the creation and maintenance of associated authority and holdings records
- Ensure records and metadata meet or exceed Library of Congress classification and RDA (Resource Description and Access) cataloguing standards, local cataloguing rules, and best practices established by the Ontario Council of University Libraries (OCUL) Collaborative Futures consortium
- Maintain and update Nipissing University OCLC WorldCat / WorldShare holdings records as part of the cataloguing workflow
- Train and provide instructive guidance to part-time staff and students as needed to assist with physical item processing and repairs
- Maintain, update, and edit local bibliographic records
- Validate bibliographic records and associated metadata to ensure efficient discovery of information resources from many different entry points
- Augment and improve Network Zone bibliographic records owned by OCUL partners
- Develop and maintain comprehensive knowledge of cataloguing and inventory functions and processes within the Alma environment

## Acquisitions

(35%)

- Submit information resource orders directly with vendors for new and replacement materials selected by librarians and monitor the progress of those orders
- Verify and update final invoicing details in Alma after direct order items have been received and billed
- Evaluate vendors and information resources when placing direct orders to ensure best value
- Monitor information resource orders placed by librarians within the Rialto ordering platform to help troubleshoot supply / cancellation issues and respond according to established guidelines and procedures
- Submit standing orders and maintain standing orders lists
- Collaborate closely with librarians and other staff to troubleshoot access and display issues for items in Omni stemming from the bibliographic record and metadata
- Create, monitor, and follow up on support cases with external vendors to resolve technical problems, ordering issues and other problems
- Develop and maintain expert knowledge of acquisitions within the Alma environment

## LIBRARY SERVICE DESK /GENERAL LIBRARY SUPPORT

(20%)

- Conduct reference interviews in person, phone or email to provide assistance and instructive guidance to library users about library services and access to information resources
- Guide and instruct patrons in the use of the library catalogue, databases and discovery layer for information searching and to access information resources
- Instructive guidance to help patrons learn and develop effective search strategies as well as effective assessment and evaluation of resources retrieved during searching
- Conduct library orientation sessions that familiarize patrons with the layout and services of the library
- May provide introductory information literacy sessions; customize sessions to academic level and discipline/subject
- Process outgoing and incoming materials, including books from the general collection, books and articles from the reserve collection, audio-visual and any other materials
- Process library account registrations, assist patrons with holds, requests, and recalls
- Accept/process payments for late fees, lost and damaged materials
- Assist patrons with printers, copiers, and Cash Card Manger Units; basic troubleshooting if needed
- Advise/explain library procedures and practices to patrons
- Assistance with promotional activities such as library displays
- Collaborate and consult with library staff and librarians when and as needed; refer patron queries when and as appropriate

## Other duties as assigned

### QUALIFICATIONS:

#### Education:

- A two-year Library Technician Diploma from a recognized institution, combined with supplementary specialist cataloguing training and 1-2 years directly related experience preferably in an academic library.

*Training and/or experience may be substituted for formal academic training at the discretion of the University.*

#### Training, Experience, Knowledge & Skills Required:

- Training and demonstrated experience of both original and copy cataloguing in RDA forma
- Training and demonstrated experience in subject analysis, classification

- Training and demonstrated experience in the creation and maintenance of authority and holding records
- Training and demonstrated experience with the provision of circulation and reference services
- Training, experience and familiarity with library information resources and collections
- Training, experience and familiarity with ExLbiris Alma, Primo VE, MarcEdit, Classweb, RDA Toolkit and other library related software, preferably in an academic library
- Foundational knowledge of library principles and practices, Intellectual Freedom. Ethics, privacy and confidentiality
- Understanding of Indigenization and decolonization work in the Library and Information Studies profession: familiarity and awareness of the Canadian Federation of Library Associations (CFLA) “Truth and Reconciliation Report and Recommendations”
- Demonstrated ability to conduct reference interviews and provide assistance for library users with various and diverse academic levels
- Strong analytical and problem-solving skills with ability to implement course of action or make recommendations within scope of the position
- Effective interpersonal skills
- Strong and effective written and oral communication
- Attention to detail
- Commitment to customer service standards
- Ability to work as part of a team and independently with little supervision
- Ability to manage time and work under pressure in a changing environment
- Familiarity with ACRL standards/framework (provision of Reference Services, Information Literacy and Instruction), considered an asset
- Basic troubleshooting skills with photocopiers, printers scanners, microfilm printers and computers
- Organizational and planning skills

#### **POSITION RELATIONSHIPS:**

**Supervised by:** Manager, Archives and Access Services

#### **INTERPERSONAL RELATIONSHIPS/PERSONAL CONTACTS:**

##### **Internal Contacts:**

- Faculty, staff, and students, of Nipissing University and Canadore College

##### **External Contacts:**

- Community members
- Resource vendors
- Colleagues of at University and College libraries

#### **MATERIALS UTILIZED:**

- Library collection
- Computers and laptops, printer, photocopiers, fax machine, telephone, scanner, projector, SmartBoard
- Microform reader/printers
- Cash card manager, cash register

#### **PHYSICAL DEMANDS:**

- Visual and mental concentration
- Moderate physical effort: considerable walking plus stooping, standing, bending, stretching, climbing and lifting
- Push and pull heavy trolleys of books

**WORKING CONDITIONS:**

- Shared open office space
- Pleasant surroundings; public area
- Hours of work will be primarily daytime, but evening and weekend shifts may be required
- The incumbent may also be scheduled at the Commerce Court Campus
- Flexibility is required in order to meet operational requirements

**I have read my position description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.**

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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**Approvals**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date