



We seek outstanding individuals to join our dedicated support staff team. Become a part of our diverse Loyalist team, creating brighter futures, greater prospects and endless possibilities!

TITLE:	Library Technician	PAYBAND:	F
LOCATION:	Main Campus, Belleville	HOURS:	35 hrs/ week Mon - Thurs 11a.m. – 7:00 p.m. Fri – 8:30 a.m. – 4:30 p.m.
DEPARTMENT:	Library Services	SALARY:	\$26.05
POSTING DATE:	May 19, 2017	START DATE:	ASAP
CLOSING DATE:	May 29, 2017	COMPETITION #:	SUP17-12R

LIBRARY TECHNICIAN:

Reporting to the Director, Library Services, the incumbent will provide exceptional front-line reference service to students, faculty, administration, support staff and the public. The incumbent will be responsible for all requests for copyright permission for course packs developed by faculty for student use, and will ensure feature films and other media shown in the classroom or purchased by the college adhere to relevant legislation and other licensing arrangements and the Canadian Copyright Act. The incumbent will also provide cataloguing services for all AV material and provide additional support for monograph cataloguing as needed.

LIBRARY TECHNICIAN RESPONSIBILITIES:

- Provides reference service to students, faculty, administration, staff and public
- Interprets and analyzes questions to determine how much information and time is required to reach a satisfactory result for the client
- Ensures compliance the Canadian Copyright Act, by seeking permission to use information included in faculty course packs intended for student use
- Ensures all purchasing of media resources for the Library, classroom instruction, and independent student study are in compliance with current licensing, Public Performance Rights (PPR), copyright, and other relevant legislation
- Maintains media collection, provides purchase recommendations for AV collection development and updates resources as required
- Processes and catalogues resources purchased (AV and monographs)
- Maintains all media budget and records

QUALIFICATIONS:

- Completion of a two-year Library Technician Diploma
- Three years' experience in Library Services, preferably in an academic setting
- Knowledge of the Public Performance Rights, Copyright Act, and other relevant legislation

- Excellent interpersonal skills and ability to direct and solve inquiries from various Library users
- Attention to detail and accuracy in information is essential
- Ability to multitask in a high volume, high quality, and customer focused environment
- Demonstrated proficiency with various computer software (Microsoft Office, Word, Excel), Internet, database management, web application and integrated library system
- Demonstrated knowledge of cataloguing standards including AACR2, MARC21, RDA, LCSH and LC classification, and use of authority records
- Past experience with derivative/copy cataloguing required

TO APPLY: Applications **must** be submitted **quoting the competition # SUP17-12R in the email subject line**. Please send a covering letter and a résumé in MS Word or PDF format to:

Human Resources Services
E-mail: humanr@loyalistc.on.ca

Posted in accordance with Article 17.1 of the Support Staff Collective Agreement.

In support of a diverse and inclusive college community, Loyalist College encourages applications from women, persons with disabilities, racial/visible minorities, and aboriginal peoples. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), Loyalist College is committed to accommodating applicants with disabilities throughout the hiring process. At any stage of the hiring process, Human Resources Services will work with applicants requesting accommodation.

Please note: Following an offer of employment, candidates with Canadian credentials will be required to provide official transcripts from the granting educational institution(s). Those candidates with international credentials must provide World Education Services (WES) www.wes.org/ca evaluation (at their own cost) confirming Canadian equivalency of their credentials.

<p><i>We thank all applicants, however, only those selected for an interview will be contacted</i></p>
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