



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 – Technical Services/Systems	PAYBAND:	I
LOCATION:	Main Campus, Belleville	HOURS:	35 hours/week
DEPARTMENT:	Library Services	SALARY:	\$34.69
POSTING DATE:	February 24, 2021	START DATE:	ASAP
CLOSING DATE:	March 3, 2021	COMPETITION #:	SUP20-07R

LIBRARY TECHNICIAN – TECHNICAL SERVICES/SYSTEMS:

Reporting to the Director, Library Services, this position actively participates in the planning, development and management of the Library Services Platform and related applications, to support students and faculty in their teaching and learning activities. This position serves as a project lead for various library systems projects and is responsible for establishing and maintaining best technical services practices for Loyalist College Library. In consultation with the director, consortium leaders, vendors and ITS staff, this position plans and implements workflows and projects that arise as a result of standards development, trends in library and information science, consortium opportunities (union catalogue), and local need for integration. Finally, the incumbent ensures that material is catalogued and processed to meet minimum standards and advises staff who assist in this function.

In other areas, this position provides oversight and support for the library’s periodical collection; provides Information Desk assistance to faculty and students as needed and provides bibliographic instruction to classes at faculty request.

LIBRARY TECHNICIAN RESPONSIBILITIES:

- Develop/maintain cataloguing procedures and documentation as per industry standards
- Analyse/update MARC bibliographic records imported by staff. Edit content and coding as needed to meet metadata standards and requirements such as OCLS Minimum Standard for Upload to CUC; RDA and MARC 21 with the goal of optimizing faculty and student access to library resources;
- Assign or edit LC classifications, name and subject access points as needed based on analysis of item in hand, using tools such as Library of Congress Classification Web, and LC, MESH and Canadian authority data etc.

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- Metadata management – create and configure normalization rules/processes, merge rules and import profiles needed to manage metadata for electronic collection lifecycles as needed
- Stay abreast of current developments and trends in metadata and cataloguing standards as well as controlled vocabularies (e.g., LC, MESH, LAC)
- Original cataloguing and authority record creation as needed

QUALIFICATIONS:

- Completion of a two (2) year Library and Information Technician Diploma
- Minimum of five (5) years' experience in Library Services, preferably in an academic setting
- 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
- Familiarity with ExLibris Alma/Primo would be an asset
- Past experience with derivative/copy cataloguing required
- An ability to apply an understanding of diversity and inclusiveness to meet the needs of a diverse student population

TO APPLY: Applications **must** be submitted **quoting the competition #SUP20-07R in the email subject line**. Please send a covering letter and a résumé in MS Word (docx format) or PDF format to:

Human Resources Services
E-mail: humanr@loyalistcollege.com

Posted in accordance with Article 17.1 of the Full Time 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 Indigenous 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); 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.

We thank all applicants, however, only those selected for an interview will be contacted