

THE CORPORATION OF THE COUNTY OF WELLINGTON

Library Department

Requires a

Library Technician – Cataloguer

The Cataloguer receives, on a weekly and daily basis, all new/donated library books and other collection materials; catalogues and/or processes all material so it is “shelf ready” for the branches and accessible via the online catalogue; loads and edits Machine Readable Catalogue (MARC) records in the online database; and, is responsible for maintaining the integrity of the library’s online catalogue/collection.

The minimum qualifications for this position include:

- Two year college diploma in Library Techniques (a concentration in cataloguing considered an asset).
- Minimum three years of experience or equivalent in cataloguing in an integrated library system.
- Excellent communication skills, ability to work as a team member providing excellent customer service to 14 branches.
- Proven work experience dealing with library vendors.
- All new or rehired employees must provide proof of full vaccination against COVID-19 and agreement of the County of Wellington vaccination requirement, prior to commencing employment.

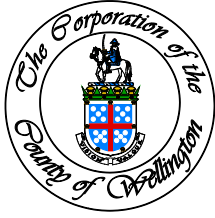
This position offers a comprehensive benefit package and a salary range of: \$57,002.40 - \$66,703.00 (2022 Non-Union Compensation Grid), based on a 35 hour work week.

Applicants are invited to submit a cover letter and resume, clearly marked **Posting #189-22 by Monday, May 23 at 4:00 pm.**

ATTENTION: HR DEPARTMENT, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. E: careers@wellington.ca or F: 519.837.8882. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The County is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.





COUNTY OF WELLINGTON

POSITION DESCRIPTION

Title: Library Technician – Cataloguer	Reports to: Chief Librarian
Department: Library	Positions Supervised: 0
Effective: June 2003	Revised: November 2018

BASIC FUNCTION:

The Cataloguer receives, on a weekly and daily basis, all new/donated library books and other collection materials; catalogues and/or processes all material so it is “shelf ready” for the branches and accessible via the online catalogue; loads and edits Machine Readable Catalogue (MARC) records in the online database; and, is responsible for maintaining the integrity of the library’s online catalogue/collection.

PRINCIPAL RESPONSIBILITIES:

- Assign classification to all library materials of a multi-branch library system making them accessible to the public.
- Initiate direct purchase of materials upon request for collection development.
- Provide database support to all staff.
- Develop cataloguing procedures for continuous database integrity.
- Produce reports and statistics as needed and/or requested.
- Assign classification to materials using Anglo-American Cataloguing Rules 2nd Revision (AACR2R), Resource Description and Access (RDA), International Standard Bibliographic Description (ISBD) standards, Library of Congress Subject Headings (LCSH) and Dewy Decimal Classification (DDC) rules.
- Develop and maintain the library’s online catalogue.
- Attend staff meetings, relevant workshops, courses and conferences as required.
- Review and reconcile invoices for library material.
- Check for inaccuracies in shipments and invoices and investigate/resolve these problems.
- Discuss, catalogue additions, deletions and changes to catalogue records, by making clear and precise judgements based on all cataloguing rules sets out by governing library bodies.
- Helps develop policies and procedures directly related to database accuracy and integrity.

PROBLEM SOLVING RESPONSIBILITIES:

- Maintain the integrity of the library's online catalogue, including: inaccurate records, duplicate records, lack of authority control means that the public and staff cannot locate material, the library software does not work effectively with our catalogue, and extra costs are incurred because we are charged based on the number of records in our database for some software products and server hosting.
- Make sound judgements in selection and editing of bibliographic records based on cataloguing rules and system requirements.
- Inaccurate shipments, invoices mean that library customer service suffers and extra costs may be incurred.
- Communicate with branch staff on procedures and policies regarding purchasing and/or the database.
- Communicate with library vendors to purchase, return items, resolve issues.
- Work with the Chief and Assistant Chief Librarian to resolve database and cataloguing issues.
- Work with the Chief and Assistant Chief Librarian to develop procedures regarding the acquisition of library material.

CONTACTS:

Internal: Library staff at all levels

External:

- Library staff in other municipalities
- Library vendors
- Professional organizations (e.g. Ontario Library Consortium and the Library Technicians Association)

MINIMUM QUALIFICATIONS:

- Two year college diploma in Library Techniques (a concentration in cataloguing considered an asset).
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