

Class No.:	
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CLASS SPECIFICATION

LIBRARY TECHNICIAN 3 – CATALOGUING & ACQUISITIONS

NATURE AND SCOPE OF WORK

This is specialized work in the field of library technical services. An incumbent in this position is primarily responsible for managing bibliographic descriptive metadata and resource description and access to enable effective resource discovery for students, faculty, and library staff. This position also supports acquisitions functions in the Library, and participates in the support of direct public services functions. Duties include placing, verifying and modifying orders; cataloguing library acquisitions in all formats (electronic, print, and audio-visual) and in all modes of issuance; participates in public services at the Library Service Desk. Incumbent receives direction from the Technical Services Supervisor, receives guidance from Librarians and reports to the Administrator responsible for the Library.

ILLUSTRATIVE EXAMPLES OF WORK

Working closely with the Technical Services Supervisor, Metadata and Systems Librarian, and Systems Technician, catalogues library acquisitions in all formats (electronic, print, and audiovisual) and in all modes of issuance (single or multi-part monographs, serials, and integrating resources) by:

- Utilizing electronic and manual sources to select, import, and globally/individually edit appropriate bibliographic records singly or in batches (and/or creating original records as required)
- Under the direction of the Collections Development Librarian and the Technical Services Supervisor, orders monographs and serials following established procedures, and conducts pre-order searching of materials selections.
- Ensuring current international and internal cataloging standards are consistently applied.
- Performing subject and classification analysis.
- Applying basic authority control; establishing and maintaining local protocol for subject, author, series, and uniform title authorities; and producing and analyzing headings reports.

- Working closely with Technical Services Supervisor, Metadata and Systems Librarian and Systems Technician to maintain bibliographic descriptive metadata for optimal catalogue and discovery layer function.
- Proactively identifying and resolving bibliographic issues.
- Liaising with Librarians to maintain and improve user access and internal resource management functions.
- Formulating procedures, best practices, and policies to meet the requirements of other library departments, faculty, staff and students.
- Maintaining appropriate cataloguing documentation, including statistics and procedures.
- Maintaining institutional contact with professional organizations such as the Cataloguing and Technical Services Interest Group (BCCATS), and related cataloguing listservs to ensure current cataloguing techniques are following industry best practices.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of technical services policies, procedures and work methods.

Thorough knowledge of current and former library cataloguing procedures and practices for all modes of issuance (monographs, serials, and non-book materials), and all formats (print, electronic, and audio-visual).

Thorough knowledge of current and former official cataloguing regulations, schedules, and international content/encoding standards including but not limited to:

- Resource Description and Access (RDA) content standard (current)
- Anglo-American Cataloguing Rules (AACR2R) content standard (former)
- Machine-Readable Cataloging (MARC 21) encoding standard
- Library of Congress Subject Headings (LCSH) schedule
- Library of Congress Classification (LCC) schedule
- Library and Archives Canada (LAC) rule interpretations, subject headings and classification schedules

Thorough knowledge of cataloguing utilities/tools including:

- File exchange protocols including Z39.50 and File Transfer Process (FTP)
- RDA ToolKit
- Library of Congress Classification Web (ClassWeb)
- Comprehensive MARC editing software suite, MARCEdit
- Integrated library systems (ILS) and discovery layers, in particular, Innovative Sierra and EBSCO Discovery Suite (EDS)
- Canadian (AMICUS) and American (LC) national library online catalogues

- Working knowledge of the formulation of metadata search queries using Regular Expressions (RegEx)
- Working knowledge of future directions in library cataloguing such as LC's Bibliographic Framework (BibFrame), and linked data principles

Working knowledge of Acquisitions processes:

- Knowledge of monograph, serials, and non-book materials acquisition practices
- Knowledge of electronic ordering methods from a variety of vendors
- Knowledge of online acquisitions systems

Thorough knowledge of business English, spelling, punctuation and arithmetic.

Ability to understand and interpret oral and written instructions.

Working knowledge of microcomputers, word processing, spreadsheets and database applications and the ability to upgrade as required.

Ability to organize and manage daily, weekly and monthly technical services routines, and statistics collection to effectively meet deadlines.

Ability to maintain sustained attention to detail.

Ability to establish and maintain effective working relationships with other employees, students, library vendors, and the general public.

Ability to communicate effectively with library vendors.

Ability to communicate technical information effectively, and to interpret and explain cataloguing standards and procedures.

Willingness and ability to identify relevant training, and to upgrade skills as required.

Skill in typing accurately at a minimum of 40 wpm.

REQUIRED TRAINING AND EXPERIENCE

Successful completion of an accredited 2-year Library Technician program diploma.

Minimum four years of related experience in library cataloguing.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS

None.