



JOB DESCRIPTION

POSITION TITLE:	Collection Services Librarian
DEPARTMENT:	Library – Collection Services
BARGAINING UNIT:	CUFA
STATUS:	Limited Term Appointment

GENERAL DESCRIPTION

The COLLECTION SERVICES LIBRARIAN is a member of the Library's professional team, reporting to the ASSOCIATE UNIVERSITY LIBRARIAN, COLLECTION SERVICES.

The COLLECTION SERVICES LIBRARIAN assists in the planning and coordination of ordering, cataloguing, processing, and record maintenance for monographs and continuing resources to ensure that library users have accurate and timely access to library resources. The incumbent collaborates closely with other librarians and staff in Collection Services in the development and coordination of an evolving technical services operation in the context of preparation for the migration to a shared library services platform for Quebec university libraries.

RESPONSIBILITIES

1. With the Associate University Librarian, Collection Services, and other Collection Services librarians, participates in multiple aspects of the delivery of the Division's services to users and other units of the library.
2. Works closely with the Head, Acquisitions and Serials, and the Head, Cataloguing and Collection Maintenance, in supporting the execution of database maintenance activities required in preparation for system migration.
3. Under the direction of the Collections Coordinator, evaluates or coordinates the evaluation of potential gift-in-kind offers for the general collection; communicates with donors, follows through with accepted donations.
4. Participates in testing of functionality and data migration iterations for the shared library services platform.
5. Assists with updating staff procedure documentation for the shared library services platform, as assigned.
6. Undertakes or contributes to special assignments and projects, as assigned.
7. Participates on committees, working groups and project teams to contribute to the development of Library and University strategic initiatives and projects.
8. Performs other duties as assigned.

QUALIFICATIONS

Professional Expertise

A graduate degree from a library school accredited by the American Library Association; or approved equivalent education and training acceptable for membership in the Corporation of Professional Librarians of Québec.

Minimum of one (1) year of professional experience in technical services operations, preferably in an academic or research library environment.

Familiarity with the cataloguing or acquisitions modules of an integrated library system or library services platform and with OCLC Connexion. Familiarity with Innovative Interfaces Sierra is an asset.

Demonstrated understanding of acquisitions processes and workflow for both print and electronic resources. Familiarity with book vendor systems such as Oasis or GOBI.

Understanding of practices in collection development and management. Experience in collection development an asset.

Knowledge of bibliographic and authority record maintenance in an automated environment. Familiarity with processing operations relating to catalogue database maintenance, including experience with software for batch manipulation of library records such as MarcEdit or Excel.

Knowledge of standards relevant to academic library technical services operations. Including Resource Description and Access (RDA), Library of Congress classification and subject headings, and MARC 21 formats for cataloguing, as well as Knowledge Base and Related Tools (KBART) format, Shared Electronic Resources Understanding (SERU) recommended practice, Counting Online Usage of Networked Electronic Resources (COUNTER) and Standardized Usage Statistics Harvesting Initiative (SUSHI) for eresource management.

General Competencies

Strong motivation, aptitude and interest to establish student and faculty success as the centre of their professional practice.

Ability to plan and organize effectively and handle multiple priorities and tasks as well as projects.

Ability to work both independently and collaboratively, share expertise, work in teams and negotiate solutions with diverse groups.

Excellent communication skills. Strong analytical and creative problem-solving skills.

Curiosity, drive and flexibility so as to discover and try new things, in support of Library and University strategic directions.

Oral and written fluency in English is essential. Oral fluency in French and basic written French are assets.