



## **Collection Services Librarian Limited Term Appointment**

**Concordia University Library** seeks a dynamic and innovative librarian for a full-time limited term appointment as Collection Services Librarian. The initial appointment will have a duration of at least one year.

**Concordia University** is one of Canada's most dynamic universities in one of North America's most livable cities. It reflects a unique blend of commitments to diversity, accessibility, social responsibility, and innovation. With over 45,000 students (7,439 international) and over 2,000 full-time and part-time professors, Concordia is recognized for offering a rich academic experience combined with strong community engagement.

**Concordia University Library** provides collections and services fundamental to academic success, creation, the advancement of knowledge, and lifelong learning. With a team of 120 librarians, professionals and support staff who put student and faculty success at the centre of their practice, the Library collaborates to achieve the goals outlined in our [strategic plan](#) and in the University's [strategic framework and directions](#). For more information about the services and operations of the Library, see <http://library.concordia.ca/>.

Concordia is an active member of the partnership of 17 Quebec university libraries that are implementing a bilingual shared library services platform. Planning is projected to start in early 2019, with implementation currently expected in summer 2020.

**The Collection Services Librarian** is a member of the Library's professional team, reporting to the Associate University Librarian, Collection Services. The incumbent 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.

**Librarians on limited term appointments** contribute, on a temporary basis, to the delivery of Library services and operations. Individuals holding limited-term appointments may receive subsequent reappointments, given continued funding and need, as well as satisfactory job performance. Together, the initial and subsequent limited-term appointments may not exceed 36 months or a span of three consecutive years.

Librarians are members of the Concordia University Faculty Association ([CUFA](#)).

## **RESPONSIBILITIES**

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.

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.

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.

Participates in testing of functionality and data migration iterations for the shared library services platform.

Assists with updating staff procedure documentation for the shared library services platform, as assigned.

Undertakes or contributes to special assignments and projects, as assigned.

Participates on committees, working groups and project teams to contribute to the development of Library and University strategic initiatives and projects.

## **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.

### **Salary and Benefits**

The salary for an initial limited term appointment will be determined according to the salary scale given in the CUFA collective agreement. The position includes a competitive and comprehensive benefits package.

## Application Procedure

Interested candidates must supply the following in **one (1) single PDF attachment**:

- a letter of interest;
- curriculum vitae, **which must include a statement of your citizenship**;
- the names, email addresses and telephone numbers of three professional references.

Concordia University is strongly committed to employment equity within its community, and to recruiting a diverse faculty and staff. The University encourages applications from all qualified individuals, including women, members of visible minorities, Indigenous persons, members of sexual minorities, persons with disabilities, and others who may contribute to diversification; candidates are invited to self-identify in their applications.

All qualified candidates are encouraged to apply; however, Canadians and Permanent Residents will be given priority. To comply with the Government of Canada's reporting requirements, the University is obliged to gather information about applicants' status as either Permanent Residents of Canada or Canadian citizens. Applicants need not identify their country of origin or current citizenship; however, all applications must include one of the following statements:

Yes, I am a citizen or permanent resident of Canada

No, I am not a citizen or permanent resident of Canada

Interviews are planned for the week of November 5, 2018. The anticipated position start date will be January 3, 2019.

Candidates should apply in confidence by email to Ms. Sandra Biron, Library Personnel Assistant, at [Employment.Library@concordia.ca](mailto:Employment.Library@concordia.ca)  
Only selected candidates will be contacted.

Applications must be received by **no later than 5:00 p.m. on Monday October 22, 2018.**