



LIBRARY

ACQUISITIONS ASSISTANT

Position Number: 50013433 / P5947
Department: Library Collection Services
Grade: LA-C
Campus: Loyola (NDG)
Salary: \$28.79 - \$34.65 per hour
Union/Association/HR Policy: CULEU

Posting deadline: October 31, 2023

To apply for this position please click here: <https://www.concordia.ca/hr/jobs/openings/staff-positions.html>

Recognized as Canada's top university under the age of 50, and one of Montreal's top Employers, Concordia University is the place to be if you are looking to grow, contribute and innovate in a dynamic and multicultural environment.

Be part of a community that addresses society's big challenges, supports your personal and professional growth, and makes a real impact in building a more sustainable world.

As a member of our community, you will have access to comprehensive benefits, a defined pension plan and numerous on site well-being facilities such as a state of the art gym and health clinic as well as a variety of educational and cultural opportunities.

SCOPE

Reporting to the Head, Acquisitions & Serials, the incumbent performs tasks of a specialized nature associated with ordering of media and print materials to be added to the Library collection, and performs other duties as assigned.

PRIMARY RESPONSIBILITIES

- Monitors shared acquisitions email inbox for purchase requests in assigned types of materials.
- Searches using a variety of appropriate online catalogues, databases, and search engines to verify suppliers and check availability for requested items; performs bibliographic searching to eliminate unintentional duplication.
- Searches for an acceptable bibliographic record for each item to be acquired; creates a brief bibliographic record if it is ascertained that no acceptable record exists.
- Searches for acceptable MARC bibliographic records and prepares gifts accepted by the Library for the pre-cataloguing stream.
- Prepares and places orders for media materials from appropriate vendors, ensuring that license and access rights obtained correspond to library policy.
- Prepares and places orders for print or electronic monographs for the library collection, as requested by librarian selectors, ensuring that appropriate vendors have been selected.
- Monitors status of outstanding orders and claims as directed.
- Contacts requestors to clarify problems related to orders.
- Assists with selection decisions by searching appropriate online catalogues, databases, and

search engines and recording results as assigned.

- For damaged, missing or lost books and other materials, verifies availability using a variety of appropriate online catalogues, databases, and search engines to assist with replacement decisions.
- Retrieves deselected library materials as required; deletes holdings and item information, and physically withdraws deselected library materials.
- Shares expertise and explains procedures to other staff, as required.
- Recommends improvements in policies and procedures.
- Participates in planning and carrying out projects, including collection development projects, as required.
- Maintains and reports work statistics.
- Participates in Library or University committee work, as required.
- Performs other duties as assigned.

QUALIFICATIONS

- Diploma of Collegial Studies (three-year technical DEC) in Information & Library Technology.
- Good knowledge (Level 4) of spoken English; Basic knowledge (Level 3) of written English and spoken French. Basic reading knowledge of French is an asset.
- Work experience in a library, working with the staff modules of an integrated library system, is required.
- Knowledge of library acquisitions practices relating to print, electronic and media materials required. Strong knowledge of streaming media landscape is an asset.
- Demonstrated ability to search for and interpret bibliographic, holdings and order records in an integrated library system and a variety of vendor databases; understanding of the MARC 21 format for bibliographic records is required.
- Basic knowledge of Microsoft Word and Microsoft Excel; basic knowledge of Microsoft Outlook for email communication; intermediate level of internet navigation skills. Demonstrated knowledge for working in the Windows operating system.
- Ability to organize work, establish priorities, and meet deadlines.
- Ability to work efficiently and accurately while paying close attention to detail, and to concentrate on computer tasks for long periods of time.
- Ability to quickly learn new procedures and technologies, and to adapt rapidly to changing procedures and technologies.
- Excellent interpersonal skills and ability to work with professionalism and discretion when communicating with university and external collaborators.
- Ability to give instruction and to explain procedures clearly and succinctly.
- Physical ability to perform primary responsibilities (example pushing a full book truck weighing up to 300 lbs and climbing step ladders) attested by successful completion of medical evaluation to the University's satisfaction.
- Have the ability to occasionally lift/carry/move without assistance up to 4.5kg (10 lbs).

Due to the volume of applications, only selected candidates will be contacted by our Talent Team.

Concordia University is an English-language institution of higher learning at which the primary language of instruction and research is English. Since this position supports academic and administrative functions of the university, proficiency in English and French, as indicated, is required.

IMPORTANT: The language and computer skills of short-listed candidates will be tested.

Territorial Acknowledgement

Concordia University is located on unceded Indigenous lands. The Kanien'kehá:ka Nation is recognized as the custodians of the lands and waters on which we gather today. Tiohtià:ke/Montreal is historically known as a gathering place for many First Nations. Today, it is home to a diverse population of Indigenous and other peoples. We respect the continued connections with the past,

present and future in our ongoing relationships with Indigenous and other peoples within the Montreal community.

Employment Equity

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 candidates, 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. As part of your application, you will be asked to complete a diversity survey. This information is voluntary and any information collected for this purpose is confidential and cannot be accessed by search committees or human resources employees. Results will be aggregated and used to help Concordia achieve its goal to see all members of our community not only reflected, but welcomed, included and supported in their efforts to contribute to all areas of university life.

Accessibility

Concordia desires to increase diversity among its community members and we strive to make our recruitment processes as accessible as possible and provide accommodations as required for applicants. If you are contacted for an interview and anticipate needing accommodations during the process, please contact, in confidence, hr-employment@concordia.ca

Immigration Status

All qualified candidates are encouraged to apply; however, Canadian 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.