



## LIBRARY

### CATALOGUING ASSISTANT

To apply for this position please visit this link: <https://www.concordia.ca/hr/jobs/openings.html>

**Position Number:** 50020907 /

**Department:** Library Collection Services

**Grade:** LA-C

**Campus:** Loyola (NDG)

**Salary:** \$28.79 - \$34.65 per hour

**Union/Association/HR Policy:** CULEU

**Posting deadline:** November 15, 2023

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, Cataloguing and Collection Maintenance, the incumbent performs tasks of a specialized nature associated with copy cataloguing print and electronic monographs, maintenance of the library catalogue, and processing requests for uncatalogued library materials made by users; performs other duties as assigned.

### PRIMARY RESPONSIBILITIES

- Copy catalogue and process items received for the collection, using MARC bibliographic records; catalogue added copies, volumes and replacements of items already in the collection.
- Search for acceptable MARC bibliographic records, if necessary.
- Verify call numbers online; verify access points, and refer the updating and creation of authority records to the unit's NACO cataloguers, as required.
- Retrieve items in the pre-cataloguing stream that have been requested by users for rush cataloguing treatment; ensure that these items are processed and delivered to Access Services.
- Search for acceptable MARC bibliographic records and catalogue gifts accepted by the Library.
- Retrieve deselected library materials as required; delete holdings and item information, and physically withdraw deselected library materials.
- Assist with selection decisions by searching the library catalogue and recording results as assigned.
- Share expertise and explain procedures to other staff, as required.

- Recommend improvements in policies and procedures.
- Participate in planning and carrying out projects as required.
- Participate in collection development projects as required.
- Maintain and report work statistics.
- Participate in Library or University committee work as required.
- Perform other duties as assigned.

## **QUALIFICATIONS**

- Diploma of Collegial Studies (three-year technical DEC) in Information and Library Technologies.
- Good knowledge (Level 4) of spoken English. Basic knowledge (Level 3) of written English. Basic knowledge (Level 3) of reading French is an asset.
- Experience working with the cataloguing functions in an integrated library system is required.
- Knowledge of basic principles and procedures for cataloguing and classification, including MARC bibliographic formats and codes, major bibliographic tools, and familiarity with the Library of Congress classification system.
- Demonstrated ability to search for and interpret bibliographic, holdings and order records in an integrated library system.
- Demonstrated knowledge for working in the Windows operating system, basic knowledge of Microsoft Word and Microsoft Excel; basic knowledge of Microsoft Outlook for email communication.
- 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 cooperatively with librarians and co-workers and communicate with professionalism and discretion.
- Ability to give instruction and to explain problems and procedures clearly and succinctly.
- Physical ability to perform primary responsibilities (for example, pushing a full book truck weighing up to 300 lbs and occasionally lift/carry/move without assistance up to 4.5 kg/10 lbs.) as attested by successful completion of medical evaluation to the University's satisfaction.

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](mailto: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.