



Northern Lights Library System

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Position Title: Library Technician, Cataloguing
Department: Bibliographic Services
Supervisor: Manager, Bibliographic Services

GENERAL RESPONSIBILITIES

Reporting to the Manager, Bibliographic Services, the Library Technician, Cataloguing is responsible for cataloguing materials received from or for member and contract libraries. This position creates new cataloguing entries or adds to holding records on the Polaris library software for each individual library's materials including books, audiovisual items or digital formats. This position works closely with the Manager, Bibliographic Services to ensure quality control of each library's holdings records and may at times be required to participate with The Regional Automation Consortium (TRAC) on cataloguing issues.

SPECIFIC RESPONSIBILITIES

Will include, but are not limited to the following:

1. Continuing the flow of new materials into the libraries by:
 - cataloguing new and donated materials for member libraries into the Polaris system software using imported records, customizing already existing records or creating new records.
 - cataloguing and exporting records of materials for libraries on contract with NLLS
 - generating spine labels for materials catalogued
 - ensuring that the cataloguing records used are as complete and clean as possible according to each library's cataloguing profile and to standards set by TRAC

- assisting with the maintenance of individual library's cataloguing profiles
- maintaining authority controls with new records, completing all records with subject headings and call numbers as required
- maintaining relationships with member libraries and TRAC Cataloguing working group to ensure consistency of records and quality control.

2. Supporting the Bibliographic Services team and TRAC by:

- assisting the other members of Bibliographic Services, as needed
- participating in cross-training so that other duties as required can be performed to ensure the efficient operation of NLLS
- assisting Manger, Bibliographic Services in cleaning up designated authorities as per TRAC responsibilities
- merging and cleaning up records and other authorities on the TRAC database as time and workflow allows

KNOWLEDGE, ABILITIES, SKILLS

- Flexibility, ability to work within tight deadlines and under pressure
- Ability to work closely and effectively with others
- Ability to troubleshoot and problem solve
- Excellent communication skills (written and oral)
- Excellent time management and organizational skills
- Knowledge of standard cataloguing practices including RDA & DDC necessary
- Library Technician Diploma preferred, equivalent experience or post-secondary education necessary
- Strong computer skills, with knowledge of a variety of databases
- Ability to work independently or as a member of project teams
- Strong focus on customer service