

**Library Cataloguing Technician**  
**1 – Permanent Position**  
**Teaching and Learning**  
**CUPE Local 4400, Unit C - Grade J (12 month)**  
**\$25.18 - \$29.99 per hour**

**The Toronto District School Board adheres to equitable hiring, employment and promotion practices.**

*NOTE: The Board is not permitted to offer this position to an employee if the time reasonably needed to travel to the location of this position from another position held by the employee -- and/or from this position to the location of another position held by the employee or the starting/ending times of the position would interfere with the employee's one half hour lunch break as required by the Collective Agreement.*

*Reporting to the Cataloguing Librarian, Library Technical Services, the Library Cataloguing Technician will assist in providing professional cataloguing services for the Library and Learning Resources. This includes cataloguing materials according to current professional standards, providing in-school support to teacher-librarians with cataloguing and other library tasks at schools and in all Library and Learning Resources departments.*

**Summary of Duties:**

- Responsible for derived and original cataloguing of library materials in various formats, including French language materials and materials for specialized collections according to professional bibliographic standards;
- Use vendor databases such as ITS-MARC and OCLC to search online and download bibliographic cataloguing copy into the department's union database;
- Edit MARC bibliographic records online according to AACR2 standards for descriptive cataloguing, Library of Congress, Canadian and Répertoire de vedettes-matière subject headings and Dewey 23 classification;
- Create bibliographic records for virtual materials such as magazines, books and streamed video;
- Generate print products used in book processing such as spine and book pocket labels;
- Work in schools as required to assist teacher-librarians with cataloguing, deletions, and other library tasks as determined by the Cataloguing Librarian and the Unit Coordinator – Library Technical Services;
- Maintain an awareness of new cataloguing trends and developments in order to improve service and create efficiencies within the department;
- Keep up-to-date with relevant professional literature and taking courses and training in computer and web-based applications;
- Attend meetings of the Library and Learning Resources department for setting goals and objectives, planning, priority setting and problem solving; and
- Other duties as assigned.

**Qualifications:**

- Two year Library and Information Technician Diploma with specialization in library cataloguing with one year related experience in a Library environment or an equivalent combination of education and experience;
- Proven ability to communicate effectively in providing information to library users with a customer service focus;
- Proficient keyboarding and computer skills which include use of e-mail, internet, word processing and library automation and cataloguing systems; and
- Experience in library automated systems and proficiency in derived and original cataloguing.

**Special Requirements:**

- Ability to lift and carry boxes up to 20 kilograms;
- Some travel to work sites throughout TDSB will be required; and
- Incumbent must be Bilingual in French and English in order to do database entry for French language materials.

**Location:** This position will be located at Tippett Centre, 3 Tippett Road (wheelchair accessible).

**Hours:** 35 hours per week to be scheduled according to program needs between 8:00 a.m. and 5:00 p.m. (e.g. 8:00 a.m. to 4:00 p.m.; 8:30 a.m. to 4:30 p.m.; 9:00 a.m. to 5:00 p.m.)

**Work Year:** 12 month

**Please note:**

Applications **must** be submitted:

1. in resume form with a covering letter;
2. with Competition # CUPE C-14-0161UE in the subject line of the email;
3. no later than 4:30 p.m. on June 20, 2014.

Only applicants selected for an interview will be contacted. Applications will not be acknowledged in writing.

***We strive to provide accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known during the application process.***