

Library Systems Technician
2 - Permanent Positions
Library Technical Services
CUPE Local 4400 Unit C – Grade L (12 Month)
\$34.25 - \$40.38 per hour

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

Reporting to the Systems Librarian, the Library Systems Technician will assist in providing professional cataloguing and technical systems support for the day-to-day operations of the department TDSB library sites. Responsibilities include: cataloguing library materials according to current professional standards; providing technical support for maintaining the automated library systems functions of the department; acting as a resource person and trainer for departmental and school-based staff, including teacher-librarians; providing in-school support to teacher librarians with cataloguing and library management.

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 Repertoire de vedettes-matiere subject headings and Dewey 23 classification;
- Generate print products used in book processing such as spine;
- Conduct library automation training sessions for teacher-librarians and other school based library staff;
- Respond to client inquiries through the department's help desk;
- Provide technical support for maintaining the computer systems functions of the online web-based catalogue and the automated cataloguing and circulation system;
- Maintain computer hardware and software applications in the department, including supporting clerical staff with troubleshooting
- Provide assistance to the Systems Librarian required for maintaining the automation system;
- Provide cataloguing and systems advice and training to all Library Technical Services staff as required with the aim of sharing expertise across the department;
- Create digital and print based support materials to support Teacher-Librarian use of the library system;
- 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;
- Work in schools as required to assist teacher-librarians with cataloguing, deletions, library systems maintenance and other library tasks as determined by the Cataloguing Librarian, Systems Librarian and the Unit Coordinator – Library Technical Services;

- Attend meetings of the management team of the Library Technical Services department for setting goals and objectives, planning, priority setting and problem solving; and
- Other related duties as assigned.

Qualifications:

- Two-year Library and Information Technician Diploma with specialization in library cataloguing with two years related experience in a Library environment or an equivalent combination of education and experience;
- Proven ability to communicate effectively to library users with a customer service focus;
- Strong interpersonal skills with ability to work as a team player;
- Working knowledge of related Board and Ministry policies and procedures;
- Strong organizational and time management skills and the ability to meet deadlines;
- Ability to conduct training sessions and assist Library and school based staff;
- Proficient keyboarding and computer skills which include use of e-mail, word processing, library automation system, wide area network and web design; and
- Experience in library automated systems maintenance, and proficiency in derived and original cataloguing including non-fiction monographs, serials and audio-visual materials.

Special Requirements:

- Ability to lift and carry boxes/equipment up to 20 kilograms; and
- Some travel to library sites throughout TDSB will be required
- Note: Position to be bilingual in French and English to support catalogue and system configurations in French.

Location: 3 Tippet Road (Hybrid Work Eligible)

Hours: 35 hours per week
(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 Months

Please note:

Applications **must** be submitted:

1. In résumé form with a covering letter as one single document to Application.Submission@tdsb.on.ca
2. With competition # **CUPE C-24-0011UE** in the subject line
3. Apply no later than 4:30 p.m. on **January 30, 2024**

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

We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance, during the application process.

The TDSB follows a hybrid work structure where some employees may be able to work remotely at times, based on operational requirements. Please refer to [Policy P103](#), Flexible Working Arrangements for more information.