

Library Cataloguing Technician
1 – Permanent Position
Library Technical Services
CUPE Local 4400 Unit C – Grade J (12 Month)
\$30.56 – \$36.02 per hour

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

Reporting to the Cataloguing Librarian, 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 support to teacher-librarians with cataloguing and other library tasks TDSB library sites.

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;
- Create bibliographic records for virtual materials such as magazines, books and streamed video;
- Generate print products used in book processing such as spine labels;
- 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;
- 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;
- Experience in library automated systems and proficiency in derived and original cataloguing;
- Must be Bilingual in French and English to catalogue French language materials;
- Working knowledge of related Board and Ministry policies and procedures;
- Strong organizational and time management skills and the ability to meet deadlines;
- Ability to communicate in a sensitive, courteous manner with a customer service focus; and
- Proficient computer skills including internet, word processing and library automation and cataloguing systems.

Special Requirements:

- Ability to lift and carry boxes/equipment up to 20 kilograms and ability to stand for extended periods of time

- Travel is required to support library sites throughout TDSB. Incumbent(s) will be assigned to library sites on a daily basis based on operational requirements.

Location: 3 Tippett Road (Wheelchair Accessible)

Hours: 35 Hours per week (e.g. 8:00 am to 4:00 pm; 8:30 am to 4:30 pm; 9:00 am to 5:00 pm)

Work Year: 12 Months

Please note:

Applications **must** be submitted:

1. In résumé form with a covering letter to: Application.Submission@tdsb.on.ca
2. With competition # **CUPE C-24-0107UE** in the subject line
3. Apply no later than 4:30 pm on **July 10, 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.