

IDENTIFICATION

Department	Position Title	
Aurora College	Library Technician	
Position Number	Community	Division/Region
91-17415	Inuvik	Education & Training

PURPOSE OF THE POSITION

The Library Technician provides technical and administrative support to the libraries of Aurora Campus and the Research Division, Aurora College in the delivery of library services. The Library Technician provides these services in accordance with the mission statement, values and principles of the College, and within the context of Aurora College by-laws and policies and the professional standards as established by the Canadian Federation of Library Associations. Services are provided in order to ensure that the academic research and information gathering needs of students and faculty are met in an effective and meaningful way.

SCOPE

Located at the Aurora Campus of Aurora College and the Western Arctic Research Centre in Inuvik, the Library Technician reports to the Manager, Aurora Campus and Research Division Libraries (the Manager), and spends time at the two libraries. The Library Technician contributes to the campus, Research Division, and community learning centres by providing technical library support in the areas of acquisitions, cataloguing, research data management (RDM) services, website maintenance and access to digital resources. The position also assists in providing reference and information services to students, staff, researchers, and public, and also assists with student computer access. While the students and staff of Aurora Campus, Aurora Research Institute, and Beaufort Delta/Sahtu Regions are the primary focus for this position, the Library Technician is part of the Aurora College Libraries team, and as such, participates in and contributes to library service delivery across the College. The provision of these programs and services has a profound impact on student academic success, as well as on the ability of faculty and staff to develop and deliver instruction and conduct research. The library also serves external organizations and members of the public. This position is usually the first point of contact for students, staff and community library users.

The Library Technician is required to concentrate on detailed and accurate cataloguing work at the computer while also being available to respond to requests for information quickly and effectively. The Library Technician will be required to resolve occasional stressful

interpersonal situations such as dealing with borrowers who have not returned their library items and with people who are inappropriately using library facilities.

This position is required to work quietly, and in an environment that is quieter than an office environment, in order to maintain a study atmosphere. This may include no music playing at the workstation and no headphones/earbuds as the employee is expected to be alert to library users' need for assistance.

RESPONSIBILITIES

1. Assists in the organization and cataloguing of information resources in all formats to ensure access to library holdings.

- Interprets and applies current international and local cataloguing and classification standards (e.g. Library of Congress classification and subject headings, Canadian subject headings, AACR2R, RDA, FRBR, MARC21) to ensure an accurate inventory and efficient retrieval by users.
- Provides subject analysis and classification and creates original bibliographic records for a variety of materials and formats in consultation with the Manager.
- Assists in the cataloguing, description and preservation of items of scientific, historical or cultural value, and of research data, using appropriate metadata standards in consultation with the Manager.
- Searches, selects and retrieves cataloguing records to import into the integrated library system; edits records to meet consortium and internal policies. Uploads catalogue records and research data to various library platforms and repositories.
- Maintains integrity and consistency of cataloguing records and research datasets.
- Deaccessions library materials under the direction of the Manager.
- Assists with the development of cataloguing procedures.
- Ensures the processing of library materials for shelf placement, which includes running the label report, applying bar code and spine labels, and other related tasks.

2. Assists in the provision of research and information services to library users.

- Provides on-site, online and phone reference and information services.
- Develops search strategies, assists library users to effectively search print and digital resources and recommends appropriate sources to fulfill users' information needs; refers requests to the Manager when out of scope.
- Assists with library orientations and training sessions.
- Assists in the development and delivery of online tutorials and training sessions and with the integration of information and data literacy into library guides and the LMS.
- Provides distance library services to Aurora College Community Learning Centres and students in online and virtual classes.
- Assists students with log-in, printing, resetting passwords, troubleshooting issues; contacts IST helpdesk if beyond scope.
- Provides Interlibrary Loan services and maintains records.
- Promotes library services to students, faculty and staff, including creating acquisitions and other resource lists, updating the Libraries' website book carousels, creating resource displays, creating posters and infographics, etc. and assisting with the promotion of research data management best practices and resources

- Provides library services to external users upon request, including local and regional governments, organizations, and the general public.
- 3. Provides circulation of library materials to library users.**
 - Charges and discharges books and other library material.
 - Implements circulation policies.
 - Maintains Reserve collection and updates records accordingly.
Processes and distributes overdue notices, and forwards overdue accounts for invoicing.
 - 4. Participates in the maintenance of, and access to, Aurora College Libraries' physical and online resources.**
 - Assists with acquisition procedures, including ordering, receiving and processing new resources.
 - Regularly updates the library website with new resources and develops user guides
 - Assists with library website maintenance; monitors links across platforms to ensure accessibility.
 - Maintains print and online periodicals collections, including accessioning, claiming, problem-solving and record-keeping.
 - 5. Performs administrative and other duties related to the day-to-day operation of the libraries.**
 - Facilitates a safe and welcoming environment for library users by monitoring library spaces and through respectful and professional communication
 - Ensures the libraries appearance and equipment are maintained, including the shifting and weeding of the collection as required.
 - Maintains and regularly updates the library's finding aids, including periodicals holdings list, shelf labels, etc.
 - Maintains inventories, compiles statistics and generates routine and special reports.
 - Assists with training scheduling and overseeing daily work assignments of part-time Library Monitors and casual assistants.
 - Develops and maintains the library's staff procedures manual in consultation with the Manager.
 - Receives and processes daily mail.
 - Assists with financial tasks, including preparing purchase orders, maintaining and coding invoices and reconciling Visa purchases.
 - Maintains currency of knowledge in the field, including information technologies, ALA-recognized cataloguing, metadata standards and classification systems
 - Performs other duties as assigned.

WORKING CONDITIONS

Physical Demands

There are physical demands associated with this position including lifting boxes and pushing heavy book carts, bending and stretching to reach shelves.

Environmental Conditions

No unusual conditions

Sensory Demands

No unusual sensory demands.

Mental Demands

No unusual demands

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of cataloguing principles and procedures.
- Knowledge of current cataloguing rules and standards, including Library of Congress classification schedules and subject headings, RDA, FRBR, AACR2R, MARC formats.
- Knowledge of the concepts of subject and name authorities.
- Knowledge of online databases, integrated library systems, LibGuides or equivalent, library application software and discovery services
- Computer skills, including MS Office applications including Word, Excel, Publisher, PowerPoint, Outlook.
- Knowledge of, and/or the ability to acquire knowledge related to college and university level research methods and applications.
- Competency in technical applications as they apply to library services.
- Knowledge of and/or the ability to acquire knowledge with client and technical services in special or research libraries
- Knowledge of and/or the ability to acquire knowledge of archival procedures, preventative conservation and digital preservation methods
- Knowledge of and/or the ability to acquire knowledge with metadata and metadata applications used to describe digital resources
- Interpersonal skills and the ability to communicate appropriately, professionally, and courteously, both orally and in writing.
- Analytical, reasoning and problem solving skills
- Organization and time management skills, and the ability to prioritize tasks.
- Ability to perform detailed work accurately.
- Ability to work independently and as part of a team, and to take initiative.
- Ability to cooperate with and respect others.
- Ability to assist with financial tasks when requested, including preparing purchase orders, maintaining and coding invoices and reconciling Visa purchases.
- Ability to update the library website with new resources and develop user guides.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

Completion of a 2-year Library Technician diploma program and one (1) year of related library experience

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)
 - Level required for this Designated Position is:
 - ORAL EXPRESSION AND COMPREHENSION
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 - READING COMPREHENSION:
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 - WRITING SKILLS:
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

Indigenous language: Select language

- ☐ Required
- ☐ Preferred