

## COLLECTION SERVICES ASSISTANT

The Innisfil ideaLAB & Library invites qualified applicants to apply for the permanent part-time Collection Services Assistant position (25 hours/week).

### **Our Environment**

Innisfil ideaLAB & Library is a dynamic, innovative, community hub providing opportunities for learning, discovery, gathering and fun for all Innisfil residents. We offer a friendly and collaborative work environment and room for growth. We wish to make our Library the very best it can be and have a great time doing it, while contributing to our vision of sparking ideas to ignite a creative and dynamic community.

### **Our Team**

We want to hire people who can work with us to push the boundaries of interactive customer experiences. We seek team members who inspire the people around them and can thrive in a technologically evolving environment.

### **Position Description**

The Collection Services Assistant works in a team environment to provide technical services to the Collection Services department. Some key duties include:

- Monitors and edits file transfer (FTP) of all new MARC (machine readable) records and e-book records to ensure they meet international cataloguing standards prior to adding them into the library's catalogue; maintains the consistency in the database of library holdings.
- Contributes to and adheres to the best practices for cataloguing.
- Responsible for catalogue maintenance, copy cataloguing
- Identifies and learns technical skills and applies new tools to improve cataloguing productivity and enhance access to library materials.
- Pursues knowledge of current library trends and innovations.

**For a detailed job description, please visit our website at <http://www.innisfilidealab.ca>**

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## MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Library and Information Technology Diploma from an accredited two-year program.
- 2 years experience working in a public library, preferably in a multi-branch setting.
- 1 year's experience working in a public library collections/technical services department with experience in catalogue maintenance, adding and deleting catalogue items.

Ability to work days, evenings, weekends

Physically able to handle library materials (up to 20 kg), sit, stand, lift and push boxes on a repetitive, extended basis.

Class G Drivers' License, in good standing, and a reliable vehicle or transportation.

Able to obtain a clear vulnerable sector police check.

Knowledge of various Federal and Provincial statutes and regulations including the Ontario Public Libraries Act, Freedom of Information and Protection of Personal Privacy Act, Workplace Hazardous Materials Information System (WHMIS), Occupational Health and Safety Act, First Aid

Please email resumes by 5:00 pm on Saturday, September 21, 2019 to:

Sue Baues, Collection Services Manager

Email: [jobs@innisfilidealab.ca](mailto:jobs@innisfilidealab.ca)

Subject line to read: Collection Services Assistant Application

*The Innisfil Public Library encourages employment opportunities to be available to all persons on the basis of applicable skills and qualifications. Accommodations for disabilities will be provided, on request, to support candidate participation in all aspects of the recruitment process. To request accommodation please contact the Chief Librarian.*

*We thank all applicants for their interest; however, only those candidates invited for an interview will be acknowledged. Personal information contained in your resume is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used strictly for employment assessment purposes.*