Responsibilities: The University of Ottawa Library seeks a service-oriented individual with expertise and experience in electronic resources management and cataloguing. The successful candidate will be a creative individual who works well with other colleagues in a challenging and changing environment.

Setting: Located in the heart of the National Capital, the University of Ottawa is recognized as one of Canada’s leading teaching and research institution. With 1,200 regular faculty and 40,000 students enrolled in over 360 programs, the University of Ottawa offers a broad spectrum of high quality programs in both English and French. For more information, see: http://www.uottawa.ca.

Description: Reporting to the Head, Acquisitions and Document Delivery Service, the incumbent works with the Collections and Information Resources and Systems teams in preparation for the migration to a new library system and assists with testing and data migration and supervises the two electronic resources technicians. The incumbent is also responsible for original cataloguing of library resources and professional tasks relating to the verification of derived cataloguing. The resources may contain textual, moving image, or other types of content, and may be delivered as print, electronic or on other media.

The period of the replacement is for six (6) months and will start in July 2018.

ESSENTIAL QUALIFICATIONS:

1. Master’s degree in Library and Information Studies (M.L.I.S) from an ALA-accredited institution or equivalent.
2. Two (2) years of professional experience as a technical services librarian.
3. Demonstrated ability to work collaboratively as a team member in a complex library environment.
4. Knowledge of integrated library system applications and issues, Electronic Resources Management (ERM) systems, and standards and practices applicable to electronic resources management in a library environment.
5. Knowledge of descriptive and subject cataloguing; demonstrated ability to apply international standards such as RDA, LCSH, RVM, LC Classification, and MARC 21.
6. Sense of judgement; problem-solving ability; aptitude to work independently
with a minimum of supervision and to act as resource person for cataloguing technicians.

7. Demonstrated creativity, flexibility and spirit of collaboration; ability to adapt quickly to new technologies, standards and working conditions.

8. Bilingualism (English and French), written and spoken.

Rank and the salary will be commensurate with qualifications and experience.

This position is part of the APUO bargaining unit (faculty, librarians, counsellors, language teachers).

Applications, accompanied by up-to-date curriculum vitae, should be submitted no later than May 11, 2018, by 5 pm.

Ms. Leslie Weir
University Librarian
University of Ottawa Library
65 University Private
Ottawa, ON
K1N 6N5
Email: biblio@uOttawa.ca

The University of Ottawa Library thanks all those who apply. Only those candidates selected for an interview will be contacted.

All qualified candidates are invited to apply; however, preference will be given to Canadian citizens and permanent residents. The University of Ottawa is an equal opportunity employer. We strongly encourage applications from women, Aboriginal peoples, persons with disabilities and members of visible minorities. If you are invited to continue the selection process, please notify us of any particular adaptive measures you might require by contacting the Office of the Associate Vice-President, Faculty Affairs at 613-562-5958. Any information you send us will be handled respectfully and in complete confidence.
POSITION DESCRIPTION

Position Title: Replacement Librarian, Electronic Resources and Metadata Librarian
Inventory Number: 201647

Library: Collection and Information Resources
Effective Date: XXXX
Reports to: Head, Acquisitions and Document Delivery Services

SUMMARY OF FUNCTIONS:
Reporting to the Head, Acquisitions and Document Delivery Services, the incumbent works with the Collections and Information Resources and Systems teams in preparation for the migration to a new library system and assists with testing and data migration. The incumbent also supervises two support staff and manages electronic resources activities within the Acquisitions and Document Delivery Service, and is responsible for original cataloguing of library resources and professional tasks relating to the verification of derived cataloguing.

MAIN ACTIVITIES:
1. Participate in preparations for migration to the new library system; assists with responses to vendor questions and testing of data and collaborate with the Collections and Information Resources team to identify data clean-up required before migration.

2. Lead the serials cataloguing clean-up and provides guidance to the technicians as needed.

3. Perform subject analysis in all subject areas, especially law and religion, using LC and RVM subject headings and LC classification, for monographs and serials in both physical and electronic formats.

4. Perform descriptive cataloguing and resolve issues, questions and problems raised by the technicians regarding RDA and AACR2 descriptive practices or the use of RDA controlled vocabularies.

5. Supervise staff, as referenced under Supervisory Responsibility. This includes hiring, recruiting, training, supervising, and reviewing performance.

6. Ensure ongoing access to the digital collection and recommend future methods for accessing and integrating new resources.

7. Participate in library, university and consortial committees or working groups regarding electronic resources management and cataloguing projects.

8. Perform other related duties as assigned by the Head, Acquisitions and Document Delivery Service.
SUPERVISORY RESPONSIBILITY:
1. Supervises the work of two Electronic resource technicians.
2. Functional supervision of staff assigned as project team members.

AUTONOMY:
1. Carry out his/her functions under the responsibility of the Head, Acquisitions and Document Delivery Service.
2. In collaboration with the Library’s collections librarians, exercises autonomy in the management of the digital collection.

RELATIONSHIPS:
1. Daily interactions with directors and staff of the Library.
2. Daily interactions with members of Collections and Information Resources and Systems teams.
3. Regular communications with library vendors, publishers and collections consortia members (OCUL, CRKN, etc.).
4. Regular interactions with electronic resource librarians in other academic institutions and with national and international organizations for electronic resources.

ESSENTIAL QUALIFICATIONS:
1. A Master’s Degree in library and information science (MLIS) from an ALA accredited institution or equivalent.
2. Two years of professional experience as a technical services librarian.
3. Demonstrated ability to work collaboratively as a team member in a complex library environment.
4. Knowledge of integrated library system applications and issues, Electronic Resources Management (ERM) systems, and standards and practices applicable to electronic resources management in a library environment.
5. Knowledge of descriptive and subject cataloguing; demonstrated ability to apply international standards such as RDA, LCSH, RVM, LC Classification, and MARC 21.
6. Experience in cataloguing resources in languages other than English and French.
7. Sense of judgement; problem-solving ability; aptitude to work independently with a minimum of supervision and to act as resource person for cataloguing technicians.
8. Demonstrated creativity, flexibility and spirit of collaboration; ability to adapt quickly to new technologies, standards and working conditions.

9. Bilingual (French & English), spoken and written.

INVENTORY NO: 201647

SIGNATURES:

_________________________ Date:  

(Incumbent)  

_________________________ Date:  

(Immediate Superior)  

_________________________ Date:  

(Director)  

_________________________ Date:  

(University Librarian)