

Library Assistant – Cataloguing

Bonnechere Union Public Library, Eganville, ON

Position Summary: The Library Assistant - Cataloguing performs technical services functions, including cataloguing, processing, and repairing of library materials. The team member ensures the smooth ordering of library materials, maintains e-resources and the bibliographic database (Apollo Biblionix) and troubleshoots the library's networks, software and library website. When needed, the library assistant helps staff the service desk and aid library patrons in tech-related questions.

The Bonnechere Union Public Library Board is seeking an individual who is a detail-oriented team player.

Qualifications/Requirements

- A post-secondary degree or diploma in library science or information studies or equivalent experience in a library from an accredited institution, required
- A minimum of one year of experience in a public library setting or similar environment, required
- A minimum of six months of cataloguing experience, required
- Demonstrated experience in the use of library information management systems and knowledge of technical standards
- Ability to provide information and circulation services to adults and children in an automated environment
- Ability to work in a team environment where consultation, flexibility, creativity, collaboration and cooperation are essential
- Ability to work in a rapidly changing environment
- Demonstrated flexibility and initiative
- Good report writing skills
- Ability to catalogue in French an asset
- Valid Ontario driver's license

Employment type: Part-time, one-year contract, with opportunity for permanent placement.

Hours of work: Not more than 21 hours/week. Weekdays, evenings, and some Saturdays as required.

Hourly rate: \$17.05 – \$19.00 per hour (rate dependent on education and experience). A pension and support for professional development offered.

Application: Applicants must submit their resume and cover letter (Word doc or pdf) to Nikolina Likarevic, ceo@bonnechereupl.com with the subject line "Cataloguing Application".

The library thanks all applicants for their interest, however only those selected for an interview will be contacted.

The Bonnechere Union Public Library is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA). If contacted regarding this competition, please advise Nikolina Likarevic, CEO (ceo@bonnechereupl.com) of accommodation measures you may require. Information received relating to accommodation needs of applicants will be addressed confidentially.