COLLÈGE AURORA COLLEGE

IDENTIFICATION

Department	Position Title	
Aurora College	Library Technician	
Position Number	**Community**	**Division/Region**
91-2463	Fort Smith	Education & Training

PURPOSE OF THE POSITION

The Library Technician provides technical and administrative support to the library of Thebacha Campus, 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 bylaws 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

The Library Technician is located at the Thebacha Campus of Aurora College, in Fort Smith, and reports to the College Librarian. The Library Technician is 1.0 of 2.5 fulltime positions within the unit, which also includes 4 part-time positions for evenings and weekends. The Library Technician contributes to the campus and community learning centres by providing technical library support in the areas of acquisitions, cataloguing, website maintenance and access to digital resources. The position also assists in providing reference and information services to students, staff and public, and assists with student computer access. While the students and staff of Thebacha Campus Region 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 independent 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.

RESPONSIBILITIES

1. **Assists in the organization and cataloguing of library 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
   - Searches, selects and retrieves cataloguing records to import into the integrated library system; edits records to meet consortium and internal policies
   - Provides subject analysis and classification and creates original bibliographic records in consultation with the College Librarian
   - Uploads catalogue records and other data to various library platforms
   - Maintains integrity and consistency of cataloguing records
   - Deaccessions library materials under the direction of the College Librarian
   - 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 and assists library users to effectively search print and digital resources; refers requests to the College Librarian 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 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 service and maintain records
   - Provides a current awareness service to faculty and staff, including creating acquisitions and other resource lists, updating the Libraries' website book carousels, creating resource displays, etc.
   - 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 library:**
   - Ensures the library's 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 College Librarian
   - Receives and processes daily mail when requested
   - Assists with financial tasks when requested, including preparing purchase orders, maintaining and coding invoices and reconciling Visa purchases
   - 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

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.

Sensory Demands

No unusual sensory demands.

Mental Demands

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 is expected to resolve occasional stressful interpersonal situations such as dealing with borrowers who have not returned their library items, with library users who set off the theft detection alarm when leaving the library, and with people who are inappropriately using library facilities.

KNOWLEDGE, SKILLS AND ABILITIES

- Sound knowledge of cataloguing principles and procedures
- Working knowledge of current cataloguing rules and standards, including Library of Congress classification schedules and subject headings, RDA, FRBR, AACR2R, MARC formats
- Understanding of the concepts of subject and name authorities
- Working knowledge of online databases, integrated library systems, LibGuides or equivalent, library application software, discovery services and MS Office applications including Word, Excel, Publisher, Power Point, Outlook
- Competency in technical applications as they apply to library services
- Excellent interpersonal skills, including reference service skills
- Strong analytical skills
- Ability to solve problems and prioritize tasks
- Strong time management ability
- Ability to perform detailed work accurately
- Ability to work independently and as part of a team, and to take initiative
- Awareness of, and sensitivity to, working with culturally diverse populations

Typically, the above qualifications would be attained by:

- Completion of a 2-year Library Technician diploma program
- Plus at least two years' related library experience

Assets
- Knowledge of and experience with college and university level research methods and applications, usually acquired through completion of a university degree

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

CERTIFICATION

Title:

Position Number:

_____ Employee Signature	_____ Supervisor Signature
_____ Printed Name	_____ Printed Name
_____ Date *I certify that I have read and understand the responsibilities assigned to this position.*	_____ Date *I certify that this job description is an accurate description of the responsibilities assigned to the position.*

Andy Bevan	August 3, 2021
_____ Deputy Head/Delegate Signature	Date

I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.

The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.