



JOB DESCRIPTION

JOB TITLE	Cataloguer
JOB LEVEL	C
DEPARTMENT	Learning Support Services, Library Services: Cataloguing
SUPERVISOR	Supervisor, Cataloguing Services

POSITION SUMMARY

The Cataloguer provides organizational support by documenting and categorizing various resources into the centralized union database and completing special projects that may require temporary relocation to school libraries.

DUTIES AND RESPONSIBILITIES

- Catalogue print and non-print materials for the union database in English and French.
- Consult databases, rules and conventions, authority files and classification schemes.
- Create summaries for each database record.
- Maintain database by merging and purging entries and standardizing items.
- Respond to teacher-librarian inquiries by providing information on policy and procedure and resolving cataloguing issues.
- Processing of library materials.
- Maintain records of material received, catalogued, and shipped to/from school libraries.
- Complete special projects or perform other duties as assigned by the supervisor.
- Provide guidance to temporary staff hired to assist with projects.

EDUCATION

Completion of a two year post-secondary program such as Library and Information Technology or equivalent.

EXPERIENCE

Previous related work experience and French language is an asset.