

July 2024

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## JOB DESCRIPTION

<b>JOB TITLE</b>	Cataloguer
<b>JOB LEVEL</b>	C
<b>DEPARTMENT</b>	Cataloguing Services
<b>SUPERVISOR</b>	Supervisor, Cataloguing Services

### POSITION SUMMARY

The Cataloguer provides organizational support by documenting and categorizing various resources into the centralized database and completing special projects that may require temporary relocation to school libraries, all while using a lens of sensitivity, cultural awareness, and inclusion.

### DUTIES AND RESPONSIBILITIES

- Provide original and complex cataloguing of all formats of library resources to the centralized database to facilitate identification, access, and use; formats may be in multiple languages;
- Consult, comply, and demonstrate ongoing familiarity with databases, rules and conventions, authority files, classification schemes, and Board standards;
- Catalogue, classify, and process all materials in accordance with industry cataloguing standards and Board guidelines;
- Advocate for and promote change within bibliographic standards to amplify diversity and inclusion as per industry and Board standards;
- Create summaries for each database record;
- Maintain database by merging and purging entries and standardizing items;
- Consult and problem-solve with Teacher-Librarians to resolve cataloguing, database, policy, and procedure issues;
- Maintain records of material received, catalogued, and shipped to/from school libraries;
- Provide guidance to temporary staff hired to assist with projects;
- Complete special projects or perform other duties as assigned by the Supervisor.

### 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.