Library Associate, Electronic Resources & Metadata

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Office, Clerical and Technical
Position covered by the Collective Agreement with USW Local 4120

Library Associate, Electronic Resources & Metadata

Collections & Content Team, McLaughlin Library

Two (2) Positions

Hiring #: 2018-0570

Please read the Application Instructions [1] before applying

The McLaughlin Library invites applications for two Library Associates, Electronic Resources & Metadata. Reporting to the Manager, Electronic Resources & Metadata the incumbent is responsible for a wide range of tasks in support of the provision of access to the Library’s collection of electronic resource materials. The incumbent maintains accurate records and links, both in the Library’s public catalogue and discovery system, and in multiple electronic resource management databases and systems. The incumbent sets up access to newly acquired resources, adds new records to electronic resource databases, verifies access, administers passwords, creates links, and consults with the publisher/vendor and/or the Library’s Collection & Content Team as required to ensure that library users have appropriate and timely access to licensed resources.

Using an incident tracking system, the Electronic Resources & Metadata Associate is also responsible for responding to queries from both library users and staff; and troubleshooting technical issues with electronic resources. This work involves investigating and resolving reports of access problems, missing content, incorrect metadata, etc., and often requires contacting the relevant publisher or vendor, or staff at other academic libraries and consortia, to seek information and/or resolution. A working knowledge of electronic resources licensing conventions and standard contract language is essential. The incumbent may also have to investigate and recommend alternate modes of access if the problem cannot be easily resolved.

Using specialized knowledge of the MARC standards for cataloguing resources, the incumbent edits and manages metadata for electronic resources using specialized software. This metadata must be suitably descriptive as well as accurately coded in order to enable discovery and access of these resources to support their use by library patrons. For the library’s collection of over 630,000 e-books and its rapidly growing streaming media collection specialized batch editing software is used to edit large files of metadata. The metadata provided by publishers is often incomplete and/or includes errors and frequently advanced troubleshooting is required during the editing process.

The Electronic Resources & Metadata Associate participates in regular weekly/bi-weekly work team meetings, bringing relevant matters forward for discussion/resolution. In addition, the incumbent is expected to participate in an appropriate level of in-service training and professional development and learning activities on an ongoing basis.

Requirements of the position include: Undergraduate degree in any discipline together with a library technician diploma and two years related experience or an equivalent combination of education and experience. Familiarity with the lifecycle of electronic resources in libraries is required. Strong working knowledge of the latest versions of common web browsers and operating systems is required. Intermediate knowledge of the Microsoft Office suite, particularly Excel, is required as well as knowledge of the Library of Congress classification scheme, metadata and cataloguing rules; ability to work in a team environment in a service-oriented organization; excellent interpersonal and communication skills; demonstrated organizational skills; highly developed analytical problem-solving skills; demonstrated attention to detail; and the ability to take initiative and make decisions in a fast-paced work environment with minimal supervision. A good understanding of resource description strategies in a discovery environment.
environment as well as working knowledge of an integrated library system (preferably Voyager) or a library services platform (preferably Alma), link resolver software (preferably SFX), and MARC editing software (such as MARC Edit) would be an asset. Experience working in an academic library is an asset.

Position Number          400-075; 400-085  
Classification                USW, Local 4120 Salary Band 6*  
Salary Range                  $26.78 Minimum (Level 1)  
                                      $29.92 Normal Hiring Limit (Level 3)  
                                      $36.22 Job Rate (Level 7)  

*Tentative evaluation; subject to committee review.

At the University of Guelph, fostering a culture of inclusion [2] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2018 11 14  
Closing Date: 2018 11 21

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/library-associate-electronic-resources-metadata

Links

[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply