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

Library Associate
Archival and Special Collections, McLaughlin Library
Temporary full-time from May 15, 2019 to April 20, 2020
Temporary absence of the regular incumbent
Hiring #: 2019-0249

Please read the Application Instructions [1] before applying

The Archival and Special Collections (ASC) Section of the Library is responsible for housing materials that are unique or very scarce; these include archival fonds, special collections, and rare books. Often the condition of these resources is fragile. Materials in ASC’s collections date back as early as the 14th century and span all centuries up to the present day. Careful handling, environmental monitoring and special security precautions are vital. Access to our records is limited to strictly controlled and supervised conditions, and ASC has closed stacks, meaning researchers cannot browse the shelves themselves. All retrievals are done by qualified staff. The user community is diverse: from more specialized, focused scholars with narrowly defined research interests to students, community researchers, genealogists who may have no experience working in archives and thus require additional education on how archives work. One third of our researchers are from off-campus, including scholars and students from Europe, North America, and Asia who often will be in Canada specifically to work with our collections. This unit handles approximately 500 off-site (phone, e-mail, and fax) and 1,500 on-site queries of various types each year resulting in approximately 6,000 retrievals of material per annum.

The Associates in ASC act as primary contacts responsible for the provision of access to Archival and Special Collections and related library resources for users. They provide patrons with catalogue assistance, consultation concerning specific resources, as well as co-ordination with other section staff and the Special Collections Librarian and Archivist for difficult patron requests. They respond to simple and complex reference queries from external users (from local to international), university administrators, faculty, staff, students, etc. Often this assistance involves detailed examination of documents or books in collections requiring basic levels of research/advisory skills. Associates’ duties may involve answering questions about the extent, provenance, or condition of our holdings or about resources elsewhere that complement our collections; this is usually done with minimum consultation of other staff. The position requires knowledge of collections and policies in order to provide the following: advice on displays, policies regarding digital reproduction and photocopying of materials for users, referrals to other staff/resource persons, information about special handling requirements for materials held in ASC, etc. Associates also provide front-line service to donors, including when necessary re-directing their calls to the appropriate librarian or archivist.

In addition to the Associates’ public reference work, another critical aspect of their work involves asserting intellectual control over our holdings. This requires meticulous documentation of all materials from the time they arrive in ASC (from donors or through purchase) until the time they are made available to researchers. As soon as materials arrive, they must be recorded in our accessions database so we know who donated them, when the materials came in, what the donations contained, and where they reside in our storage area; they must also be arranged and described according to current Canadian cataloguing and archival description standards as well as re-housed into acid-free storage containers.

Regular ongoing general tasks related to above include:
- User support and consultation, e.g. instruction on catalogue use, library rules & regulations, or appropriate collections relating to research, or formats or types of reproduction for publications and research
- Maintaining general knowledge of library holdings & services according to request & patron need
- Enforcing reading room policies in the Wellington County Reading Room
- Providing good stewardship of archival and manuscript or rare book materials by ensuring any required conservation measures are undertaken internally or identified for external contracting
- Actively participating in library operations through section’s departmental meetings, listserv and training programs, and by suggesting improvements/changes etc.
- Participating in staff training, e.g. 2-day workshops arranged by Ontario Association of Archives
- Helping create and maintain user resources, e.g. finding aids, catalogue records
- Helping maintain and support web pages as well as social media platforms for the unit
- Arranging for reproductions or copying restricted/fragile materials for patrons
- Providing routine assistance necessary to support the on-going operation of the unit (timesheet reporting, statistic-gathering, and supply-ordering, etc.)

Requirements for this position include: a Bachelor’s degree as well as a post-secondary certificate/diploma in an archival technician program and up to two years related experience or equivalent combination of education and experience in an archival setting. Advanced computer skills and demonstrated knowledge of Microsoft database, spreadsheet, and word processing programs are required. Advanced ability to read handwriting is also required given the nature of the materials in our textual/manuscript collections. The successful candidate will have excellent interpersonal skills. Client focus is strong, requiring excellent oral and written communication skills, given the public service and written components of the position. The successful candidate must be able to work effectively and efficiently without direct supervision, completing assignments independently. Essential competencies required are teamwork, prioritization, good judgment, and attention to detail, and continuous learning. Other competencies include creative thinking, results orientation, stewardship of resources and stress management. A broad knowledge of the academic research and teaching process on campus is an asset.

Covering Position Number 400-065
Classification USW, Local 4120 Salary Band 6*
Normal Hiring Range $27.18 - $30.37 per hour

*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: 2019 05 06
Closing Date: 2019 05 13

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

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