



Job posting:

Shortgrass Library System is looking for a permanent, full-time Library Technician to work as a Cataloguer of Audio-Visual Materials as part of the Bibliographic Services team. The position is responsible for cataloguing primarily audio-visual materials in an automated environment, assisting with the processing of materials, and working with bibliographic data in full MARC format.

Major Responsibilities

- Catalogue in an automated environment all audio-visual library materials and other materials as needed, using currently accepted standards for bibliographic description (AACR2), subject analysis (LC Subject Headings); and classification (Dewey Decimal)
- Utilize appropriate authorities listing for names, series and subjects
- Work with catalogue records in full MARC formats
- Perform final processing of library materials (laminating, putting labels on books, taping spine) Also responsible for maintaining processing stats
- Maintain high standards of cataloguing through ongoing database cleanup
- Perform a variety of related tasks including record verification/creation of authority records
- Cooperate as a team member in performing any duties necessary for the achievement of the System's Mission and Goals
- Complete specific responsibilities as determined and assigned by the Manager, Bibliographic Services

Required Education, Experience & Skills

- Library Technician Diploma or equivalent training and experience
- Cataloguing experience, preferably in a public library environment
- Ability to make decisions in accordance with applicable rules, regulations and policies
- Sound knowledge of the Dewey decimal classification scheme, MARC system coding, local cataloguing standards, procedures and practices and current international cataloguing rules
- Sound knowledge of computer commands, codes and operating techniques
- Ability to work quickly and accurately

- Ability to work in a team environment

The position includes an excellent benefit package. The salary range is \$32,265 to \$41,301 per annum. The hours of work are 37.25 hours per week, performed during office hours from 8:15am to 4:30pm. A flex time option is available.

The Organization

Located in sunny Medicine Hat, Alberta, the Shortgrass Library System (SLS) serves a population of over 100,000 with a budget of \$2 million through a network of twelve autonomous public libraries. SLS also provides contractual services to a total of thirty-three school libraries in Prairie Rose School Division Number 8 and Medicine Hat School District Number 76. Our System website is located at www.shortgrass.ca. For information about the City of Medicine Hat, go to www.medicinehat.ca.

Please send letter of application and resume to:

Petra Mauerhoff, CEO
Shortgrass Library System
2375 10th Ave. S.W.
Medicine Hat, AB
T1A 8G2
Fax: 403-528-2473
E-mail: petra@shortgrass.ca

The posting for this position will remain open until it is filled.

We thank all applicants for their interest, however, only those candidates invited for an interview will be acknowledged.