

Library Assistant IV – Copyright – Patrick Power Library (Bargaining Unit 179)

Date Posted:	February 28, 2024
Posting Deadline:	March 13, 2024
Department:	Patrick Power Library
Type of Employment:	Permanent, Full-time
Group Affiliation:	Bargaining Unit 179, Group 7 (\$46,590- \$56,950 annually)

At Saint Mary's University, you will be surrounded by a talented and dedicated team of professionals committed to accessibility, diversity, and the provision of a positive and supportive learning environment. We recognize the importance of the contribution and growth of each individual in the University's success. We are currently looking to fill the position of **Library Assistant IV - Copyright** to join our Patrick Power Library team.

What we offer

As a team member at Saint Mary's, we are proud to offer many benefits. Some of these include:

- Competitive compensation
- Comprehensive benefits package
- Defined Contribution Pension plan
- Vacation
- Holiday closure
- Summer hour schedule
- Employee Transit EPass through Halifax Transit

Job Information and Responsibilities

Under the direction of the Copyright Officer (University Librarian), the Library Assistant IV - Copyright will:

- Provide support to faculty and staff in the area of copyright issues, including obtaining copyright clearance; engages in collecting and reporting data specific to requirements of copyright licenses and agreements.
- Under the general direction of the Copyright Librarian, the Library Assistant tracks licenses for all library resources; maintains current rights usage information in databases containing titles subscribed to by the Patrick Power Library; maintains links from electronic resources to rights usage information.
- Disseminate and ensure the accuracy of all information surrounding usage rights of subscription resources in all media for the university library.
- Under the general direction of the Reference and Research Librarian, the Library Assistant IV also provides reference services to university patrons and the general public and instructs library users in the use of library resources.

The Collective Agreement can be viewed [here](#).

Experience and Education Requirements

To be the successful Library Assistant IV - Copyright you will have:

- University undergraduate degree
- Minimum one-year related library experience
- Excellent customer service skills
- Excellent attention to detail and accuracy
- Strong organizational skills and ability to function independently and as part of a team
- Excellent knowledge of MS Office, internet and e-mail applications
- Website maintenance experience an asset
- Good working knowledge of an academic library and its resources
- Good working knowledge of copyright
- Excellent communication skills
- Good working knowledge of information technology, metadata management and their applications

Application Details

Apply for this opportunity online using our online application system through Career Beacon. Click on “Apply Now” and complete all required information fields. Qualified candidates should submit the following with their application:

- Resume
- Cover Letter
- Three Professional References

Late applications may not receive consideration. We appreciate all applications and note that only candidates selected for an interview will be contacted. **No telephone calls please.**

At Saint Mary’s University, equity and diversity are integral to excellence and enrich our community. As an institution committed to fostering an environment of inclusion and respect, we encourage all qualified candidates to apply; however, preference will be given to applicants who self-identify as Black/African Nova Scotians, Indigenous peoples, racialized persons/visible minorities, persons with disabilities and women. If you require accommodations during the recruitment process, please contact Talent Acquisition at hr@smu.ca.

About Saint Mary’s University

Saint Mary’s University is one of Canada’s top primary undergraduate universities--known for its international collaborations, leadership in entrepreneurship, and research that benefits local and global communities. Our programs in Arts, Science, Graduate Studies and the Sobey School of Business are among Canada’s best and feature professors who are committed to the success of their students. Saint Mary’s provides our 7,000 students with a place that fosters possibility, excellent research opportunities, and distinguished graduate and professional programs combined with a caring community. Nestled in the heart of Halifax, Nova Scotia, on Canada’s east coast, Saint Mary’s University is marked by iconic buildings, green spaces and fresh ocean air. The Saint Mary’s University community is committed to a prosperous future for the world—a world without limits.

Learn more about working at Saint Mary’s University [here](#) and follow us on [LinkedIn](#), [Facebook](#), [Twitter](#) and [Instagram](#)!