

Job Description

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| Job Title: | Library Clerk: Receiving, Holdings Maintenance |
| Department: | Metadata and Cataloguing Services, Library |
| Reports To: | Supervisor, Receiving, Holdings Maintenance, Derived Cataloguing |
| Jobs Reporting: | None |
| Salary Grade: | USG 4 |
| Effective Date: | May 2018 |

Primary Purpose

The Library Clerk: Receiving, Holdings Maintenance is one of three positions who share responsibility for receiving, and processing additions to the library's collections; for processing withdrawals from the collection; for processing location changes to items in the libraries' holdings; and for maintaining the inventory of non-electronic material awaiting cataloguing.

Key Accountabilities

Receive new library material in the acquisitions module and process those already catalogued

- Receive items in the acquisitions module of the library system and process claims for outstanding material
- Track outstanding claims and inform Collection Development Department of vendor performance issues
- Add and process copies and volumes in the cataloguing module for titles already catalogued and add or update holdings records to reflect additions
- Update holdings and item records to new locations as required
- Insert and replace pages into print material for which the library has purchased the updating service
- Physically processing items

Return to vendors material received in error

- When checking in serials and series, set aside items received in error
- Notify the vendor that the item was received in error and mail the item back to them with a letter and a copy of the invoice
- Retain a copy of the invoice to follow up

Process deletions of items withdrawn or missing from the libraries' collections

- Update holdings for material identified as last copies within the Tri-University Group of Libraries (TUG) in order to generate withdrawal bulletins for document retention decisions
- Delete records for items withdrawn, maintaining copies of records to notify external agencies of holdings changes
- Stream discarded items to the appropriate method of disposal
- Provide information for staff in Circulation Services and Information Services and Resources to facilitate the deletion process

Job Description



Process physical items for all new and updated material

- Prepare physical items for integration into the library's collections
- Send/deliver items to the appropriate library location

Maintain the inventory of non-electronic material awaiting cataloguing

- Integrate newly received material requiring cataloguing into the inventory by date of receipt and distribute to cataloguing associates as required
- Locate items requested for rush cataloguing and initiate their entry into the cataloguing workflow

Required Qualifications

Education

- High school diploma

Experience

- Knowledge of an Integrated Library System preferably in relation to record structures and interoperability would be an asset

Knowledge/Skills/Abilities

- Ability to search and locate records in a cataloguing database for material catalogued with a variable set of rules and structures
- Able to work both as part of a team or in an independent capacity
- Able to work with a high degree of accuracy
- Good communication skills both oral and written

Nature and Scope

- **Contacts:** Work closely with other members of the Cataloguing Dept. to achieve group goals. Communicate with Collections Development Dept. in relation to invoicing and vendor performance. Work with Circulation Dept. to facilitate deletion process (e.g. cancelling fines, retrieving material, etc.)
- **Level of Responsibility:** Defined specialized tasks and receives direct supervision
- **Decision-Making Authority:** Work together to ensure that daily tasks (e.g.; rush requests, periodical receipts) are completed as required Organize their own work and provide input into procedures and methodology
- **Physical and Sensory Demands:** Required to move book trucks filled with library materials and to shelve and retrieve library materials on a limited basis
- **Working Environment:** Works at a computer, inputting data into the library system for a large percentage of each work day.