Library Assistant: Derived Cataloguing

Job Title:	Library Assistant: Derived Cataloguing
Department:	Library – Cataloguing Services
Reports To:	Cataloguing and metadata librarian – Record and materials maintenance
Jobs Reporting:	N/A
Salary Grade:	USG 5
Effective Date:	August 2023

Primary Purpose

The University of Waterloo Library is the campus's partner in learning, research and innovation. Its two main locations and three satellite spaces act as interdisciplinary hubs, bringing together the knowledge, expertise and resources needed by our diverse campus community. The University was built for change and the Library exemplifies Waterloo's agility as we continuously transform our approaches to creating, discovering, using, sharing and preserving information. With a commitment to open and equitable access to information, we equip researchers and students with the critical research skills to improve our world as active citizens, creative problem solvers and agile leaders. All of our work is done with a strong commitment to equity, diversity, inclusion and accessibility.

As a member of the Metadata and Cataloguing Services Department, Library Assistant: Derived Cataloguing staff are responsible for the receiving, inventory control, and derived cataloguing of monographic material.

In addition to searching and importing cataloguing copy and applying Resource description and access (RDA) and Machine-readable cataloging (MARC) standards to verify and update descriptive metadata elements of the record, they are also responsible for identifying when material should be distributed to their Library Associates, Cataloguing colleagues for more thorough cataloguing. In addition to Cataloguing, this role also facilitates department operations including expediting rush material, recording statistics, managing inventory, the physical receiving and organization of material, and database update projects as assigned.

Key Accountabilities

Record creation and maintenance

- Perform derived cataloguing using MARC21 and RDA standards, including loading and updating vendor records; searching, and identifying appropriate records for copy; and creating brief metadata records to support the work of Library Associates, Cataloguing and Information Service colleagues
- Edit and maintain databases to ensure maintenance of accurate and current data records
- Collaborate on the creation and maintenance of metadata records in the library's shared repository with the Ontario Council of University Libraries (OCUL) consortium
- Verify that name and subject headings are present and have been appropriately applied in records
- Ensure quality control is completed when linking inventory to existing records
- Run batch editing software for automatic enhancement of bibliographic records and import into catalogue
- Oversees the maintenance of item and holding records using manual and automated processes to reflect location changes, withdrawn items, and current inventory

Department workflows

- Indicate when new material has been received in the Library Service Platform, including approval and firm orders, monographic series, and gift material
- Monitor and flag material that requires expedited service
- Follow documentation to complete multistep technical processes in several software platforms
- Manage inventory of physical items including those waiting for original cataloguing and gifts awaiting appraisal
- Manage the workflow for donated material, including rare items, and ensure compliance with university policy
- Identify and notify vendors when material has been received incorrectly and prepare items for return
- Collaborate in database maintenance projects as assigned

Communication

- Regularly communicates through email, virtual meetings, and in-person
- Monitor and update library ticketing system as a part of regular workflow to problem solve unique issues and process incoming tasks
- Follows technical process documentation with a high level of accuracy
- Maintain and update department documentation as processes adapt to new technology and workflows
- Attends professional development opportunities deemed relevant to career development, job performance, skills maintenance, and the efficient fulfillment of duties
- Encouraged to contribute to the library community by participating on committees and projects happening across the library

Required Qualifications

Education

- Highschool diploma

Experience

- Ability to analyze data and provide sound recommendations based on policy, procedure, practice, and existing regulations
- Data entry
- Attention to detail with a high degree of accuracy and ability to organize physical workflows and spaces
- Demonstrated ability to prioritize work tasks

In addition, the following skills would be beneficial to the role:

- Awareness of MARC & RDA standards
- Coursework in cataloging or equivalent cataloging work experience
- Familiarity working in an Integrated Library Platform
- Experience working in a library, or similar setting
- Basic knowledge of acquisition or receiving workflows

Knowledge/Skills/Abilities

- Aptitude for interpreting and following complex technical instructions to accurately complete a task
- Ability to rethink processes and incorporate emerging technology and features into workflows
- Knowledge of current cataloguing principles and standards as defined in FRBR, RDA, and MARC formats
- Commitment to work as a part of a team while treating others with respect, kindness, and inclusivity
- Strong problem-solving skills and a high level of focus for detail-oriented work
- Time management skills, and the ability to balance workload while working independently

Library Assistant: Derived Cataloguing

Nature and Scope

- **Contacts:** Work closely with other members of the Cataloguing Department. to achieve group goals. Communicate with Collections Development Department. in relation to invoicing and vendor performance. Work with Circulation Department. to facilitate deletion process
- **Level of Responsibility:** : Defined specialized tasks and receives direct supervision.
- **Decision-Making Authority:** Work together to ensure that daily tasks (e.g., rush requests, managing cataloguing inventory, receipt of books, etc.) are completed as required and organize their own work and provide input into procedures and methodology
- **Physical and Sensory Demands**: Minimal exposure to disagreeable conditions typical of an office position, occasionally may be required to move book trucks filled with library materials and to shelve and retrieve library materials
- **Work location:** Due to working with physical material, work primarily takes place at the Dana Porter library, with some ability to work in a hybrid manner
- **Working Environment:** Minimal exposure to disagreeable conditions typical of an office position exposed to stress and pressure associated with those responsibilities