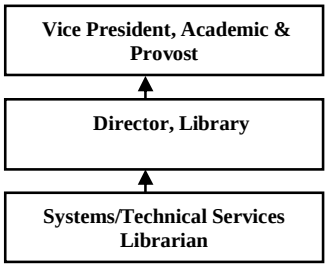

UNIVERSITY COLLEGE OF THE FRASER VALLEY

SUPPORT STAFF POSITION DESCRIPTION

Position Title	**Number**
Library Technician-in-Charge, Cataloging	671.8
Department & Division	**Date Classified**
Library, Academic	April 23, 2008
Title of Immediate Supervisor	
Systems/Technical Services Librarian	
Positions Supervised	
Cataloguing Technician	

PURPOSE

The Library Technician-in-Charge, Cataloging is primarily responsible for the provision of bibliographic control of all Library materials while ensuring the accessibility of information sources to all library users. This position provides the necessary customer service and support to UCFV faculty, staff, students and the community.

DUTIES AND RESPONSIBILITIES

CATALOGUING

Coordinates the day to day activities of the Cataloguing department.

Responsible for the training and supervision of the Cataloguing Technician.

Instructs, directs and evaluates the work of the Cataloguing Technician.

Recommends policies and establishes general and specific procedures related to cataloguing and access to the collection.

Responsible for quality control of library bibliographic databases to ensure accessibility to the university community and external researchers.

Communicates with library staff, university community and external contacts regarding cataloguing issues and requirements.

Manages the local authority control system.

Catalogues, classifies and provides subject analysis for all library materials and formats using specialized knowledge of international metadata standards and bibliographic organization.

Develops, reviews and maintains the processes and procedures related to the organization and access of the collection.

Performs a variety of database maintenance activities.

REFERENCE

Provides individual reference service to assist users in clarifying and interpreting their information needs.

Recommends appropriate materials and sources to meet a user's needs, by using specialized knowledge of the structure of information resources and knowledge of information tools.

Demonstrates and instructs individuals in research techniques and library skills.

CIRCULATION

Performs the complete range of library circulation activities.

Communicates, implements and enforces library policies and procedures.

Responsible to handle cash, credit and debit transactions.

GENERAL
Performs front line customer service duties.

Responsible for the ethical handling of information.

Contributes to the preparation and revision of procedures documentation.

Cooperates in coordinating workflow and technical processes with other library units.

Operates and troubleshoots a variety of business machines, networked devices and software.

Assists in training and supervising part-time staff, student assistants, and practicum students as required.

Prepares/generates statistics and reports on functions performed as required.

EDUCATION & TRAINING

A two year diploma in Library and Information Technology from a recognized institution.

EXPERIENCE

A minimum of 4 years of cataloguing experience. Thorough knowledge of international cataloguing, authority guidelines, standards best practices and experience with integrated library systems and bibliographic utilities. Attention to detail and accuracy is absolutely essential.

APPROVED: _____ _____
Dean or VP Date

Approval of Rating Team: _____ _____
FSA Mgmt.