

**WOODSTOCK PUBLIC LIBRARY  
INTERNAL/EXTERNAL JOB POSTING 2023-10**

**Cataloguer: Full-time (Permanent)**

**DATE:** December 6, 2023

**CLASSIFICATION:** Cataloguer

**JOB TITLE:** Cataloguer

**HOURS OF WORK:** Thirty-five (35) hours per week.  
Schedule is subject to change and is not negotiable.  
May include evenings and weekends.

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**NATURE OF POSITION:**

The Cataloguer is a member of the Library's Technical Services Team; performing tasks associated with the cataloguing and processing of library materials, as well as performing processing duties as backup for the Technical Services Clerk, at the direction of the Director of Library Services.

**QUALIFICATIONS:**

1. Master in Library and Information Science (MLIS) or undergraduate degree with Library and Information Technician diploma.
2. Two years cataloguing experience.
3. Familiarity with automated library systems, SirsiDynix symphony preferred.
4. Recent cataloguing experience using Resource Description and Access (RDA), Library of Congress Subject Headings (LCSH), Dewey Decimal Classification (DDC), Anglo-American Cataloguing Rules (AACR2), the Online Computer Library Centre (OCLC) and MARC records.
5. Accuracy and attention to detail.
6. Proven critical thinking skills.
7. Excellent interpersonal, customer service, and communication skills.
8. Experience cataloguing within an integrated library system, SirsiDynix Symphony preferred.

**DUTIES AND RESPONSIBILITIES:**

1. Catalogues and classifies print and non-print materials in an automated environment using current Library of Congress and Canadian name and subject authorities, U.S and CanMarc standards for machine readable records, Dewey Decimal Classification and Anglo-American Cataloguing Rules for bibliographic description and other necessary guides and standards.
2. Interprets and applies LCSH, the DDC, the AACR2, RDA and the Online Computer Library Centre (OCLC) information in cataloguing and classifying library materials.
3. Maintains authority records and performs needed authority work in the database.
4. Identifies system-wide collection opportunities and issues (e.g. cataloguing errors/inconsistencies) and recommends solutions/improvements.
5. Responsible for loading MARC record files, making necessary batch modifications to

- the files prior to loading.
6. Researches and identifies best practices, cataloguing trends, related technology and makes appropriate recommendations.
  7. Documents, reviews, and updates cataloguing specifications for all formats, in consultation with the supervisor.
  8. Act as a back-up for other staff members in the technical services work group during periods of vacation or illness (e.g. inter-library loans, acquisitions and processing).
  9. Attends departmental staff meetings.
  10. Other duties as assigned.

**WORKING CONDITIONS:**

Usual office environment. Limited contact with the public. Moderate physical effort required, including handling of materials of moderate weight, pushing and pulling of carts, etc.

**SALARY RATE AND RANGE:** \$37.10/hr to \$40.57/hr (2023 rates)

**APPLICATION DEADLINE:** 4:00 pm on December 15, 2023

This is a bargaining unit position, CUPE Local 1146-Library Unit. Library Unit employees will first be given consideration for this vacancy followed by other applicants.

Interested persons are requested to submit a cover letter and resume to:

Lori Peixoto  
Administrative Assistant  
Woodstock Public Library  
445 Hunter Street  
Woodstock ON N4S 4G7  
**[lpeixoto@mywpl.ca](mailto:lpeixoto@mywpl.ca)**

Only those selected for an interview will be contacted. Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Personal Privacy Act.

The Woodstock Public Library Board is an Equal Employment Opportunity Employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.