**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** E-Journals, Bindery & ILL Associate

**Job Number:** L-041

**NOC:** 5211

**Band:** 6

**Department:** Client Support & Technical Services

**Supervisor Title:** Client Support & Technical Services Librarian

**Last Reviewed:** May 26, 2015

**Job Purpose**

Under the general supervision of the Client Support & Technical Services Librarian, and in keeping with the Library’s goal of supporting teaching and learning in the Trent community, the incumbent has responsibilities in three principal areas: cataloguing and control of electronic journals, management of the Library’s bindery operation, and support for Interlibrary Loans. All tasks are carried out using the modules of the Integrated Library System (ILS). Shares responsibility for supervising students. Occasional evening and/or weekend work is required.

**Key Activities**

*E-Journal Cataloguing and Control*

1. Oversees the timely cataloguing of journals acquired by the Library, ensuring that records are current and accurate. All work is done using modules in the ILS according to Machine Readable Cataloguing (MARC) standards.
2. Ensures that electronic journals are catalogued according to standards established in the *Anglo-American Cataloguing Rules, 2nd ed.,* using Library of Congress Subject Headings and Library of Congress Classification numbers where appropriate.
3. Develops and maintains expertise on websites and portals hosting electronic journals and acts as a resource for these services.
4. Acts as the principal liaison for vendors, and publishers hosting electronic journals acquired by the Library.
5. Responsible for developing expertise on terms of locally negotiated license agreements, including access to individual journal titles, for electronic journals acquired.
6. Monitors changes in electronic journal publishers and parameters, ensuring that changes (i.e. titles added/deleted/transferred, changes to URLs) are reflected in the local catalogue.
7. Advises unit librarian when superseded print journals should be removed.
8. Keeps abreast of changes in cataloguing practices for electronic resources.

*Bindery Services*

1. Assesses Library material for binding based on use, age, fragility, and alternate availability.
2. Coordinates monthly binding shipments for the bindery contractor for all Library materials (periodicals, monographs, non-print media) while taking into account the publication schedules of current periodicals and the needs of Library departments.
3. Establishes and maintains bindery records using software provided by contract bindery.
4. Prepares bindery orders using the bindery’s software, noting local specifications with attention to binding, collation, spine pattern, and optimum size of bound volume. Packs material for bindery shipment.
5. Ensures that binding by contract binder is done according to Library Binding Institution (LBI) standards.
6. Monitors the annual bindery and reports projected balances to the unit librarian. Keep track of invoices and supporting documentation from contract bindery. Estimates binding budget for new fiscal year.
7. Processes discontinued and cancelled titles as required.

*Interlibrary Loans (ILL)*

1. Within a consortial environment and using the Library’s electronic interface for ILL, provides support for the unit through verification of bibliographic data, receipt/submission of requests, and provision of materials.
2. Identifies material to be duplicated, scanned, or retrieved from Library collections.
3. Ensures that research materials supplied to clients at reciprocating libraries fall within the appropriate copyright terms and/or with regards to publishers’ licensing agreements for ILL fulfillment.
4. Prepares ILL materials for shipping or electronic forwarding.
5. Uses the ILL interface to maintain and track requests.
6. Supports Library clients with ILL inquiries.
7. Provides regular support at the Library’s Information Desk.
8. Assists with training and supervision of student assistants.

**Education**

University Degree (3 years) required.

**Experience Required**

* Two to four years of experience in Technical Services using an Integrated Library System (ILS).
* Ability to interact professionally and effectively with all members of the University community and with vendors.
* Prominent work characteristics must reflect excellent organizational skills, ability to handle multiple roles effectively combined with attention to detail.
* Understanding of copyright as it applies to reproduction and dissemination of Library materials for educational or scholarly uses.
* Understanding of publishers’ license agreements with regards to electronic resources and their permissions for ILL uses.
* Knowledge of international cataloguing standards, and local cataloguing practices.
* Familiarity with standards for binding as proscribed by the Library Binding Institute (ANSI/NISO Z39.78 - Library Binding ISO 14416).
* Physical ability pack boxes, manoeuvre loaded book trucks and lift and carry up to 20 kilos.
* Evidence of superior Client Support orientation exhibited through excellent communication skills and creative approaches to problem resolution.
* Adept at incorporating new software into practices.
* Reading knowledge of French, Spanish, or German an asset.
* Must be able to work occasional evening and/or weekends as scheduled.