Revised Part-time Cataloguing Librarian
York University Libraries

York University is the leading interdisciplinary research and teaching university in Canada. York offers a modern, academic experience at the undergraduate and graduate levels in Toronto – Canada’s most international city. The third largest university in the country, York is host to a dynamic academic community of 62,000 students, faculty and staff, as well as 295,000 alumni worldwide. York’s 11 Faculties and 25 research centres conduct ambitious, ground-breaking research that is interdisciplinary and cuts across traditional academic boundaries.

Position Description:
The Metadata, Discovery & Access Department, York University Libraries seeks a detail-oriented and efficient cataloguing librarian to work on a part-time basis.

Specific Duties:
Reporting to the Director of Metadata, Discovery & Access, the incumbent will perform primarily original cataloguing of library materials in a variety of formats, subject areas and languages, with a focus on music materials. The incumbent will also assist on metadata creation for digital scholarship and e-resource batch-loading.

Qualifications:
An ALA-accredited MLS or equivalent is required. Candidates must also meet the following qualifications:

- Demonstrated cataloguing experience with music materials
- Knowledge of RDA, MARC21, LCSH, LC classification and MARC formats
- Experience with online authority control
- Knowledge of music with ability to read music
- Demonstrated experience with cataloguing using a mainstream integrated library system, Sirsi experience preferred
- Familiarity of commonly used metadata standards, Dublin Core, MODS and XML, RDF, etc.
- Experience with MARC editing tools such as MARCEdit and MARC Report
- Able to work flexibly and without close supervision
- Excellent computer skills
- Awareness of current trends and developments in cataloguing
- Excellent communication and interpersonal skills
• Candidates should have an ability to learn quickly and be able to handle a fast-paced working environment.

York University’s resources include centres relating to gender equity, race and ethnic relations, sexual harassment, human rights, and wellness. York University encourages attitudes of respect and non-discrimination toward persons of all ethnic and religious groups, regardless of gender or sexual orientation.

**Number of Hour per Week:**
17 hours per week; To be scheduled between 9:00am - 5:00pm, Monday-Friday.

**Compensation:**
As per current CUPE 3903, Unit 4, Collective Agreement

**Start Date:** September 4, 2018

**End Date:** April 30, 2019

**Date of Posting:** July 1, 2018

**Application Deadline:** July 15, 2018

**Application Procedure:**
Interested applicants should send a cover letter and a recent resume, along with an application form [http://www.library.yorku.ca/web/about-us/work-with-us/ quoting position number, to libapps@yorku.ca](http://www.library.yorku.ca/web/about-us/work-with-us/ quoting position number, to libapps@yorku.ca)

We thank all applicants; however only those selected for an interview will be contacted.

York University encourages applications from Aboriginal peoples, persons with disabilities, members of visible minorities, and women and invites applicants to review the University’s Employment Equity Plan for employees in CUPE 3903, a copy of which is at [http://fr.info.yorku.ca](http://fr.info.yorku.ca).