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.

**Description of Position:**
The Metadata, Discovery & Access Department, York University Libraries seeks a detail-oriented and efficient librarian to work on a part-time basis. The incumbent will perform primarily original cataloguing of library materials in a variety of formats, subject areas and languages, with a focus on cartographic materials.

**Specific Duties:**
Reporting to the Director, Metadata, Discovery & Access and under the direction of the Map Librarian, the successful candidate will:
- Perform original and copy cataloguing of cartographic materials in both print and electronic versions.
- Ingest scanned maps and create metadata records for digitized maps into the Islandora digital preservation platform, York University Digital Library (YUDL)
- Participate in the ongoing quality control of the project
- Work collaboratively with team members to achieve articulated goals of the project
- Liaise with technical staff in the libraries and on campus to troubleshoot technical challenges
- Assist in the creation of workflows and training materials
- Assist in the creation of access to the digital cartographic materials via an online mapping interface
- Assist in the creation of online guides and tutorials
- Liaise with librarians and archivists in Digital Scholarship Infrastructure and Archives and Special Collections to maintain lines of communication with internal stakeholders
Qualifications:
An ALA-accredited MLS or equivalent is required. Candidates must also meet the following qualifications:

- Demonstrated original cataloguing experience;
- Experience with AACR2 and RDA, LCSH, LC classification and MARC formats;
- Experience with online authority control;
- Knowledge of cartographic formats and geographic information is preferred;
- Demonstrated experience with cataloguing using a mainstream integrated library system, Sirsi or Alma experience preferred;
- Demonstrated ability to engage in granular technical work, pattern recognition, ability to engage in repetitive technical tasks with a high accuracy rate;
- Demonstrated experience with data exchange formats (XML, JSON), metadata standards and schema (MODS, DC) and image file manipulation;
- Demonstrated aptitude for independent learning and mastery of technology/software with an aptitude for technical troubleshooting;
- Independent learner, capable of resolving technical questions by leveraging on-line support networks;
- Able to work flexibly and independently without close supervision;
- Excellent computer skills;
- Excellent organizational and analytical skills;
- Excellent communication and interpersonal skills;
- Flexible attitude and ability to adapt to a changing environment; and
- Ability to balance and prioritize multiple responsibilities.

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:
12 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: May 7, 2019
End Date: August 31, 2019
Date of Posting: April 17, 2019
Application Deadline: May 1, 2019

Application Procedure:
Interested applicants should send a cover letter and a recent resume, along with an application
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.