



*A Record of Success: The King's University in Edmonton is a lively, dynamic and nurturing learning environment. King's learning experience is enhanced by the institution's strong commitment to community service and faculty research. King's offers fully accredited three- and four-year Bachelor degrees in the arts, humanities, social sciences, natural sciences, and commerce, as well as a two-year Bachelor of Education after-degree. King's currently serves over 900 students of all ages from a variety of backgrounds from across Canada and abroad, representing a wide variety of nations.*

## **Library Technician Acquisitions and Cataloguing**

Full-time Temporary (Parental Leave)

### **POSITION SUMMARY**

The Library Technician - Acquisitions and Cataloguing is responsible for the acquisitions and cataloguing of print and AV library materials and cataloguing some electronic library materials. The successful applicant will also be responsible for managing the library's non-subscription materials budget, the library print collection, the library cash, and holds some reference responsibilities.

This position also holds a spot on the NEOS Technical Services Committee as part of NEOS obligations. The library is a member of TAL and NEOS and the Library Technician is expected to know and understand the privileges of each membership we subscribe to.

This is a temporary position beginning on August 16<sup>th</sup>, 2021.

### **KEY RESPONSIBILITIES**

#### Cataloguing:

- Catalogue materials for the library collection - this includes cataloguing all print materials and some original cataloguing for certain materials such as music, videos, kits and non-subscription electronic resources using RDA
- Coordinate with vendors and the University of Alberta regarding MARC records
- Provide annual statistical reports, summary of expenditures, and projected costs for non-subscription materials
- Assist with the selection and evaluation of library materials

#### Acquisitions of Non-Subscription Materials:

- Manage and order print and electronic materials
- Manage the non-subscription library materials budget, keeping track of spending and providing updates as required on spending
- Track the status of current orders and follow up with vendors as appropriate
- Create purchase orders and receive invoices into the university PO software
- Promote the arrival of new acquisitions to the wider university community

#### Circulation:

- Oversee daily operations at the service desk
- Create and maintain the reserve collection

Other Duties:

- Catalogue GSHC books as required
- Provide reference services as required
- Assist with student orientation sessions
- Other duties as required

## QUALIFICATIONS

- Up-to-date knowledge of new cataloguing protocols (RDA specifically)
- Experience using SirsiDynix Workflows and/or SirsiDynix Blue Cloud (forthcoming)
- Experience using Blue Cloud Analytics (BCA) [not required but would be beneficial]
- Exceptional user of technology and comfort with troubleshooting as necessary
- Ability to exercise initiative and responsibility
- Exceptional team player
- Previous NEOS library experience is preferred
- Professing, practicing Christian able to sign King's Statement of Faith

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A condition of employment is assent to the University's Christian Statement of Faith found at:  
<https://www.kingsu.ca/about-us/careers>

Position will remain open until a suitable candidate is found. Forward resumes to:

### Human Resources

The King's University  
9125-50 Street, Edmonton, Alberta  
T6B 2H3

E-mail: [humanresources@kingsu.ca](mailto:humanresources@kingsu.ca). Visit our web site at [www.kingsu.ca](http://www.kingsu.ca).

We appreciate all applicants for considering The King's University as a potential employer, however, only those considered for an interview will be contacted.

*The King's University respects, appreciates and encourages diversity. We welcome applications from all qualified individuals including members of visible minorities, Indigenous, First Nations, Metis, and Inuit peoples and persons with disabilities. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.*