

Gaynor Family Regional Library

Library Technician – Acquisitions & Cataloguing

Reports to: Library Director

Employment Type: Permanent fulltime: 30 hours a week

Salary/Grade: As per CUPE agreement range \$23.87 to \$28.17 an hour

Position Summary

The Library Technician – Acquisitions & Cataloguing is responsible for the coordinated acquisition, selection, processing, and cataloguing of library materials across all formats (print, electronic, audiovisual). This role ensures that new resources move efficiently from order to shelf-ready and discoverable status, maintaining accuracy and consistency in the library's collection management systems. The library uses ULS for cataloguing and processing for most new materials, the position reviews and edits as needed

Key Responsibilities

Acquisitions

- Process purchase orders and requests for books, serials, and other materials
- Liaise with vendors, publishers, and suppliers regarding orders, invoices, and pricing
- Track order status, resolve discrepancies, and manage backorders/claims
- Receive, verify, and process incoming shipments against orders and packing slips
- Maintain accurate acquisitions records in the Integrated Library System (ILS)
- Reconcile invoices and process payments in coordination with finance staff
- Monitor and report on materials budget expenditures

Cataloguing

- Perform original and copy cataloguing using MARC21 and RDA/AACR2 standards when needed less than 10% of additions. The library receives catalogued materials from ULS limited cataloguing required just review.
- Assign classification numbers Dewey call numbers and Library of Congress subject headings
- Ensure consistency and quality control across the catalogue database
- Process materials for circulation, including labeling, covering, and tagging (e.g., barcode) for non ULS acquisitions
- Withdraw, update, or correct records as part of ongoing collection maintenance

General Duties

- Support collection development with data on new/incoming materials
- Provide occasional public service backup coverage
- Assist with inventory, weeding, and shelf-reading projects

- Maintain procedural documentation for acquisitions and cataloguing workflows
- Stay current with cataloguing standards, ILS updates, and best practices
- Perform other duties as assigned

Qualifications

Required

- Diploma in Library and Information Technology or equivalent
- Experience with an Integrated Library System (e.g., Follett, L4U, Evergreen etc)
- Working knowledge of MARC21, RDA, and standard classification systems
- Strong attention to detail and data accuracy
- Proficiency with Microsoft Office/Google Workspace

Preferred

- 1–2+ years of experience in acquisitions and/or cataloguing in a library setting
- Familiarity with on-line vendors
- Knowledge of copyright and licensing basics for electronic resources

Core Competencies

- Organizational skills and ability to manage competing deadlines
- Analytical and problem-solving skills
- Strong written and verbal communication
- Ability to work independently and collaboratively
- Adaptability to evolving technology and workflows

Working Conditions

- Standard back-office library environment
- May require occasional lifting of book shipments/boxes
- Thirty hours a week flexible work schedule based on mutual agreement, Monday through Sunday days or Tuesday, Wednesday and Thursday evening

Posted internally and externally

Closing Aug 24th 2026

If interested, please email KKuryliw@gfrl.org