



**Revised**  
**PART-TIME LIBRARIAN**  
Law Library, Osgoode Hall Law School  
York University

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**Specific Duties:**

Reporting to the Chief Law Librarian, the incumbent will

- Oversee and review cataloguing activities for library resources in all formats, provide interpretation and application of RDA cataloguing rules; perform original cataloguing of library materials in a variety of formats.
- Oversee and support material processing activities.
- Monitor acquisition activities by assisting with selection of new print and electronic resources using Gobi.
- Troubleshoot electronic resource access issues and coordinate activity in the library system platform as required.
- Support the operation of Osgoode Digital Commons by coordinating and implementing digitization projects, ensuring copyright permissions are secured, and editing/updating/analysis of metadata and content.
- Set up and maintain various library systems and databases including contacting vendor support as necessary; provide troubleshooting and liaise with Osgoode IT or YUL Computing to resolve system issues; provide staff training as necessary.
- Update departmental manuals and provide departmental statistical data/reports.
- Liaise with other departments and individuals at Osgoode and York University, and vendors/service providers as required.

**Qualifications:**

- Master's degree in library/information science from an ALA-accredited school (at least three years since graduation)
- Supervisory and management experience in libraries, specifically academic law libraries and excellent interpersonal and communication skills.
- Expertise in use of MARC formats, LC Classification and LC Subject Headings; knowledge of KF Modified Classification an asset.
- Expertise in use of MarcEdit for batch editing of catalogue record sets and analysis of MARC records.
- Experience in the use of AACR2 and RDA for cataloguing resources in all formats.
- Familiarity with various library system platforms (e.g. Alma) and software tools used in cataloguing (e.g. ClassWeb, NACO, etc.).
- Knowledge of emerging trends in library and information technologies.
- Knowledge of open access, scholarly communication and digital library initiatives including use of institutional repository software such as Digital Commons.

- Knowledge of legal databases such as Westlaw Edge Canada, Lexis+ and other law-specific research databases.
- Excellent oral and written communication skills.
- Strong interpersonal skills that demonstrate an ability to work independently, collaboratively, and as part of a team.
- Ability to adapt to a changing information environment, balance multiple responsibilities, and possess good planning and time-management skills.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint); familiarity with webpage creation and editing.
- Ability to read French is an asset.

**Number of hours per week:**

17 hours per week

**Compensation:**

As per current CUPE 3903, Unit 4, Collective Agreement

**Start date:** October 28, 2024

**End date:** June 30, 2025

**Date of Posting:** September 10, 2024

**Application Deadline:** October 18, 2024

**Application Procedure:**

Interested applicants should send a cover letter and a recent resume, along with an application form <https://www.library.yorku.ca/web/wp-content/uploads/2016/05/PTApplicationForm.March2017-1.pdf> quoting position number, to Rebecca Paul, People Partner at [rpaul@osgoode.yorku.ca](mailto:rpaul@osgoode.yorku.ca).

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

York University encourages applicants from Aboriginal peoples, persons with disability, 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>.