



Support Services Librarian

Permanent, Full-Time, onsite

Position Summary

Reporting to the Director of Support Services, the Support Services Librarian is responsible for back up support to the Director for Library software administration, promoting Saskatchewan Government Publications Deposit, participating in projects that are part of library strategic planning, coordinating the Library Collection Management Advisory Committee meetings, selecting library materials and collection maintenance, serials management, and undertaking research aligned with Library objectives, goals, projects and programs.

Primary Responsibilities

- Provides back up to the Director of Support Services in the administration of the library catalogue system and the Library's digital repository.
- Visits government offices to promote the Saskatchewan Government Publications Deposit Program; handles inquiries about the program; gathers and analyzes statistics about the program, and conducts research, program needs assessment, and policy development to increase the program's effectiveness.
- Manages the library's serials collection. Engages in acquisitions, renewals and problem solving associated with these. Communicates serials solutions and developments to Library staff.
- Undertakes research aligned with Library objectives, goals, projects and programs, and policy development related to library collection management. Develops, recommends, and undertakes plans and initiatives related to collection disaster preparedness and recovery, collection preservation, digitization, and digital collections.
- Provides secretarial support to the Library Collection Management Advisory Committee and the committee Chair, including meeting room bookings, preparing agendas, chair notes, minutes, and maintaining committee documentation including the Committee's decision item index. Prepares items requested by the committee.
- Reviews and develops specific subject areas of the library collection, researches and prepares decision items for the Library Collection Management Advisory Committee and participates in decision-making for the library collection as a whole or as part of the Library Collection Management Advisory Committee.
- Develops and maintains an understanding of the Library's approach to cataloguing, classification, subject analysis, and local authorities for all types of library materials. Performs cataloguing and classification of library materials as assigned.
- Sustains an awareness of copyright requirements relating to collection management and develops policy, guidelines, and procedures as required.
- Participates in committee work within the Library, with the Legislative Assembly Service (LAS), and with external groups such as local, provincial, or federal committees and/or consortia, as assigned.
- Presents to and communicates with internal and external clients on Library objectives, programs, services, and collections.
- Promotes collaboration and cooperation internally and externally to foster project completion, problem solving, and manage library software and collections.
- Prepares annotations about new books received in Support Services for clients.



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Job Knowledge

Knowledge is attained by completion of a Master's of Library Science (MLS) / Master's of Library and Information Studies (MLIS) from an American Library Association (ALA) or equivalent accredited program, and by experience maintaining library software and collections.

Program Knowledge includes:

- Knowledge of the principles, values, theories, standards, and practices of librarianship.
- Knowledge of paper and electronic serials subscription management.
- Knowledge of the function of electronic repositories of government publications.
- Knowledge of the mandate, programs, services, and standards of the Legislative Library and the application of these.
- Knowledge of the Library's role as official repository of Saskatchewan government publications under The Legislative Assembly Act.
- Knowledge of government organization and parliamentary process, as well as government and legislative publications including their production, content, dissemination, frequency, publication patterns and accessibility.
- Knowledge of the Legislative Assembly Service, the legislative branch of government and its relationship with other government branches.
- Knowledge of library software and collections management.
- Knowledge of library collection development concepts of rarity, scarcity, age, physical and intrinsic characteristics, condition, market value, historical and cultural significance, and research value so as to effectively manage specialized heritage collections.

Employees of the Legislative Assembly Service are expected to provide non-partisan confidential service to all Members of the Legislative Assembly.