

MOUNT ALLISON UNIVERSITY

Position Posting

Position Title: Music Library, Archives & Special Collections Assistant	Position # 3101
Department: Libraries & Archives: Music Library, Archives, & Special Collections	Classification: MASA Level 8
Supervisor's Title: Music Librarian, University Archivist & Special Collections Librarian	Posting Date: October 26, 2020
Position Summary: The Mount Allison Music Library, Archives, and Special Collections Assistant will report to the Music Librarian*, the University Archivist, and the Special Collections Librarian, and will support the day-to-day operations of the three units. The assistant will catalogue music, archival, and special collections materials as directed; assist with patron inquiries; oversee the workflow of digitization projects; undertake some administrative functions as required; assist in supervising student assistants; and help to ensure the ongoing preservation of existing collections. The person in this position will assist in a wide variety of operations and projects. The ideal candidate will be able to work independently and cooperatively, within established guidelines. *In the absence of a Music Librarian the position reports to the University Librarian. **Please refer to section B for the required Qualifications, Education and Skills.	
Hours of Work: This is a full-time eight-month term position.	
Mount Allison Staff Association: This position is in the bargaining unit represented by the Mount Allison Staff Association.	
Who May Apply: Any person may apply. However, if qualifications, skills and abilities are equal, preference will be given first to members of the bargaining unit.	
Date of Closure: Applications should be received by the Human Resources department on or before November 12, 2020. Please forward resumes with a cover letter to hr@mta.ca .	

Position Description

A. Position Responsibilities

Music Library (50%)

Under the direction, and often in the absence, of the Music Librarian, the Assistant carries out the day-to-day operations of the Music Library. Specifically, this person:

- Manages the circulation of Music Library materials, including Course Reserves for the Music Library, using the automated circulation module of the integrated library system and manual procedures as required; manages the collection and accounting of overdue fines; communicates regularly with staff in the R.P. Bell Library to help ensure that policies and procedures are consistent between the two libraries.
- Provides patron service and answers inquiries, following guidelines provided by the Music Librarian. Refers complex questions and problems to the Music Librarian. Oversees the Music Library study areas and use of public computers and audio-visual equipment to ensure security of the library, contents and patrons.
- Participates in the hiring, training, scheduling, and supervision of Music Library Student Assistants, taking the lead role in training for areas such as circulation and shelving; manages student payment authorization.
- Prepares catalogue records for Music Library materials (including books, printed music, and audio-visual materials) in accordance with local, national, and international quality standards and policies. For copy cataloguing, verifies all controlled access points (names, preferred titles, subjects, series) against local, national, and international authority files as needed; revises catalogue records to current RDA standards; classifies materials and creates call numbers in accordance with library policies and generates item records for catalogued titles. Utilizes appropriate modules of the Integrated Library System (currently Aleph through Novanet) for all cataloguing and catalogue maintenance work. Performs original cataloguing as required, under the direction of the Music Librarian.
- Assists Music Librarian in development and maintenance of the Music Library collections, including: identifying and sending items for repair, printing new call number labels, processing withdrawals, searching potential acquisitions against the local catalogues, and working under the direction of the Music Librarian to provide preliminary identification of items for possible removal from the collection.
- Flexible schedule, including some evening and/or weekend hours, may be required.

Archives (25%)

Assisting and under the direction of the University Archivist:

- Undertakes project specific work which may include: accessioning, adding content to the descriptions database, researching administrative histories or biographical sketches, completing donor records, updating the inquiries log, assigning box or storage numbers, ordering supplies, completing financial documentation and all other control documents.
- Prepares the physical arrangement of archival fonds / collections, including photographs, in accordance with current Canadian standards (i.e. Rules for Archival Description –

RAD), creating file and / or item lists, physical arrangements and description recommendations, as well as finding aids.

- Completes invoices, orders supplies, maintains electronic and / or paper research log, accessions register, donor register and all other control documents.

Special Collections (25%)

Assisting and under the direction of the Special Collections Librarian:

- Processes Special Collections donations, searching items against local holdings, creating donation title lists, and assisting the Special Collections Librarian in identifying noteworthy circumstances such as annotations, preservation issues, etc.
- Prepares catalogue records for rare books and other special collections materials in accordance with local, national, and international quality standards and policies. For copy cataloguing, verifies all controlled access points (names, preferred titles, subjects, series) against local, national, and international authority files as needed; revises catalogue records to current RDA standards; classifies materials and creates call numbers in accordance with library policies and generates item records for catalogued titles. Utilizes appropriate modules of the Integrated Library System for all cataloguing and catalogue maintenance work. Performs original cataloguing as required, under the direction of the Special Collections Librarian. Special Collections materials include many titles in various languages, such as French, Latin, and German; and local materials for which detailed research and authority work may be required.
- Assists with retrieval and shelving of materials, following appropriate procedures for handling of rare and fragile items.
- Assists in maintaining collections, applying knowledge of preservation principles and techniques, including rehousing and the minor repairs of materials, and makes recommendations concerning preservation priorities.

All Units

- Assists in the provision of patron services, both in person and remotely, referring questions and problems as appropriate.
- Working under the direction of the unit librarian/archivist, participates in project planning and design, and oversees the workflow of digitization projects for materials in various formats, such as published and manuscript textual records, photographs, and audio recordings. Prepares metadata according to prescribed international standards.
- Compiles usage statistics and prepares related reports.
- Assists in the preparation, curation and installation of thematic displays.
- Participates in unit meetings, and aids in the development of policies and procedures to support the mission of the Libraries and Archives.
- Performs other related duties as assigned.

B. Qualifications

- Required: A minimum of a Bachelors' degree with at least 3 years' experience working in a library or archives.
- Required: Graduation from a Library or Archival Technician program. A combination of five years or more of recent library or archives experience (particularly in

cataloguing/metadata) and a strong background in music, history, literature, or a related discipline may be considered in lieu of the Library or Archival Technician Diploma.

- Facility with the Rules for Archival Description (RAD) preferred.
- Music cataloguing experience strongly preferred, including familiarity with RDA, AACR2, LCSH, LC classification, and MARC records.
- Music background strongly preferred, including the ability to read music.
- Experience processing archival or rare and special collections resources, and knowledge of preservation principles, is preferred.
- Experience digitizing materials is preferred.
- Reading knowledge and/or experience in cataloguing materials in languages such as French, German, Latin, and Italian will be an asset.
- Knowledge of Canadian history will be an asset.
- Strong service-centred focus.
- High level of proficiency with computer applications including: word processing, spreadsheet maintenance, relational databases and web applications.
- Good organizational skills, and ability to work both independently and as part of the team in three different units are essential.
- Strong analytical and problem solving skills.
- Excellent written and oral communications skills and attention to detail are required.
- Ability to lift and carry a maximum of 18 kg. / 40 lbs. is required.