



The **Library of Parliament** is a non-partisan organization that supports Canadian parliamentary democracy and provides a stimulating and rewarding work environment. We recognize that our employees are our most important asset, which is why we offer excellent benefits, a minimum of four weeks' vacation leave, flexible work schedule options, a 35-hour work week, learning opportunities to support professional and career development, competitive salaries and more!

The Library of Parliament believes that the excellence for which it is known is enhanced by nurturing an inclusive workplace that embraces diversity, values differences and supports the full participation of all employees. The Library is committed to creating and maintaining a diverse workforce reflecting the communities in which we live and work, the clients with whom we work, and Canadian society as a whole.

Our **Information and Collection** area provides high-quality, substantive and timely information, reference and documentation services to parliamentarians and their staff by building, managing, preserving and optimizing access to the Library's information assets.

We are currently looking for candidates to staff the following position: **Cataloguing Librarian**.

The **Cataloguing Librarian** is responsible for providing access to library materials in all formats (including print, non-print, serials, and electronic formats) through the creation of catalogue records or metadata, which meet the needs of parliamentarians with respect to quality, timeliness, completeness and quality.

**Cataloguing Librarian
Information Description
Information and Collection**

Indeterminate Position

(LS-2: \$81,388-\$97,467)

(Bilingual staffing – imperative: CBB/CBB)

Note: While this position is eligible for part-time telework, regular on-site presence is required at Library of Parliament workplaces located in the National Capital Region

For the purposes of this selection process, the competencies listed in the attached Competency Profile will be evaluated.

The following knowledge criteria will also be evaluated:

- Knowledge of RDA, Library of Congress Subject Headings (LCSH), Canadian Subject Headings (CSH), Répertoire de vedettes-matière de l'Université Laval (RVM), Library of Congress classification, and MARC coding.
- Knowledge of cataloguing of all publication formats (print and electronic resources)
- Knowledge of the Library of Parliament's products, services and publications
- Knowledge of bibliographic and authority record maintenance in an automated environment.
- Knowledge of trends and developments in metadata, cataloguing and RDA standards.

To be considered, candidates must have:

- A Master's degree in Library Sciences or in Information Studies or in Library and Information Sciences from a recognized university.
- Experience in the standardized description of resources (print and electronic) and the use of controlled vocabularies, with a demonstrated high level of cataloguing
- Experience working with an integrated library system.

Asset(s):

- Experience cataloguing serials publications.
- Experience with processing operations relating to catalogue database maintenance, including experience with software for batch updating of library records, such as MarcEdit.

Candidates retained in this selection process will be required to obtain successfully:

- A second-language evaluation (Bilingual staffing – imperative: [CBB/CBB](#))
- A pre-employment screening

Additional Information:

- The Library of Parliament welcomes all candidates to apply and encourages applications from Indigenous persons, racialized persons, 2SLGBTQI+ persons, and persons with disabilities for this position.
- This selection process is open to the public.
- This selection process may include a second-language evaluation, a written qualifying exam, and an interview. The interview will consist of behavioural, situational and knowledge-based questions. Candidates will be required to pass each stage in order to move to the next stage of the selection process.
- We are committed to providing an inclusive and barrier-free work environment, starting with the staffing process. If you require accommodations during any phase of the evaluation process, please contact us at LOPCareers-CarrieresBDP@parl.gc.ca.

- Qualified candidates from this selection process may be considered for determinate or indeterminate positions at the Library of Parliament that require similar knowledge and/or competencies.
- Education and experience requirements will be used to determine which candidates will be asked to participate in the next stage of the selection process.
- Satisfactory references and proof of education are essential conditions of appointment.
- Travel and relocation expenses are the responsibility of the candidates.
- Only those legally permitted to work in Canada can participate in this selection process.

Apply no later than June 10, 2024 – 11:59 p.m. (Eastern Time).

To apply, please send us **your curriculum vitae, along with a covering letter** indicating how you meet each of the education and experience requirements of the position.

Please quote your **full name and 24-LOP-3** in your documents and in the subject line of your email.

Send your application by email at LOPCareers-CarrieresBDP@parl.gc.ca.

Questions? Contact Human Resources at LOPCareers-CarrieresBDP@parl.gc.ca.

We thank you for your interest. Please note that only those selected for further consideration will be contacted.
