



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.

Information and Collection 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:

Preservation Librarian.

The **Preservation Librarian** leads projects that help achieve the Library of Parliament's strategic objective of preserving our parliamentary heritage. As the person responsible for the conservation of preservation collections in multiple formats, in particular print and digital materials and collections of non-documentary heritage assets, the incumbent gains extensive expertise in managing special collections that have historical value.

**PRESERVATION LIBRARIAN
INFORMATION AND COLLECTION**

Indeterminate Position

LS-03 (\$92,404 – \$110,507)

(Bilingual staffing – imperative: CBC/CBC)

Note: While this position is eligible for part-time telework, a 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 parliamentary publications (*Debates, Journals, etc.*)
- Knowledge of principles, standards and best practices for preserving and handling print materials
- Knowledge of the principles, standards and best practices for managing heritage assets
- Knowledge of working in partnership with external organizations
- Knowledge of standards and best practices for digital preservation
- Knowledge of best practices for project management

To be considered, candidates must have:

- A master's degree in library science or in library and information science from a recognized university, or other degree from a recognized academic institution combined with relevant experience
- Experience preserving digital and print material

Asset(s):

- Experience working with rare book collections, special collections or heritage assets
- Experience developing standards and policies
- Experience researching objects, collections or institutions and their history or their heritage value to document and describe collection items or to respond to requests for information
- Experience preparing and leading guided tours

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

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

Additional Information:

- The Library of Parliament welcomes all candidates to apply and encourages applications from Indigenous persons, racialized persons, 2SLGBTQIA+ 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 and an interview. The interview will consist of behavioural, situational and knowledge-based questions. Candidates must succeed at each stage in order to move on 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 at the first stage of the selection process to determine which candidates will be asked to participate in the next stage of the process.
- Satisfactory references and proof of education are essential conditions of appointment.
- Travel and relocation expenses are the responsibility of the candidates.
- Only persons legally permitted to work in Canada can participate in this selection process.

Apply no later than 22 August 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-172** in your documents and in the subject line of your email.

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

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

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