

Job ID: COPE-23-15
Job Title: Library Technician – Access Services and Copyright
Department: Chancellor Paterson Library
Campus: Thunder Bay
Status: Full-time, Permanent
Job Category: COPE Level 6 (Under Review) *INTERNAL

Date Posted: September 21, 2023

Closing Date: September 28, 2023

Why Lakehead University?

Thunder Bay is one of Canada's top emerging cities. Here you will find a mix of modern city living and the best of nature – all on your doorstep. Thunder Bay provides small city affordability, big city opportunities and the bonus of a superior lifestyle. When it comes to location, nature and cost of living, Thunder Bay is one of the best places to live in Canada. For more on the vibrant city of Thunder Bay, visit thunderbay.ca.

At Lakehead University we challenge the conventional to provide a university experience that's far from ordinary. Your unique ideas will be respected and encouraged. Join our thriving academic community where you can make a real difference through innovation and collaboration.

Lakehead is a comprehensive University with a reputation for innovative programs and cutting-edge research. In 2022, for the third year in a row, Lakehead University was included in the top 100 of the Times Higher Education Impact Rankings. Lakehead is the highest ranked university in the world with under 10,000 students. Maclean's has once again included Lakehead University among Canada's top 10 primarily undergraduate universities in the magazine's 2023 University Rankings.

About this Job

The Library Technician - Services will provide user-centred support at the library's online and in-person service points. This work will include promptly and thoroughly answering email and phone inquiries, staffing the integrated services desk, and participating in the OCUL Ask a Librarian chat. In addition to reference and research support, the Library Technician will maintain patron records and facilitate the circulation of library materials by brief cataloguing, charging, discharging and renewing materials. Services work will also include processing and distributing Lakehead identification cards, processing PaperCut and Makerspace payments and supporting community access to library resources.

Employment Opportunity

Job Duties

The incumbent will manage copyright clearance status and compliance for reading list and reserve materials at Lakehead University Libraries. The Library Technician will work closely with the Manager, Access Services to ensure compliance with copyright law and maintain an up-to-date knowledge of copyright as it relates to reading list processing.

Qualifications

- Library Technician Diploma
- Experience working with an integrated library system (ILS) such as Alma (Ex Libris)
- Experience providing reference and research services in an academic environment
- Advanced internet and online database searching skills
- Knowledge of Canadian copyright laws
- Experience with all MS Office software, Google Drive, Windows
- Effective communication skills
- Demonstrated customer service skills
- Good organizational and time management skills
- Knowledge of best practices related to accessibility and working with diverse populations

Working Conditions

- Library environment

What do We Offer?

This position offers a competitive remuneration package including salary, comprehensive benefits package, life insurance, pension plan, and tuition waiver.

Lakehead University has a commitment to supporting employees and providing opportunities for flexible and diverse work arrangements. We are proud to share the [Alternate Work Arrangement Guideline](#) as a step to creating innovative schedules that work for our employees to promote a quality work-life balance. Please inquire with the hiring manager if this position is eligible for an Alternate Work Arrangement.

How to Apply

Interested applicants may apply by clicking on this link to [this Google Form](#) and attaching your cover letter and resume in word or PDF format.



Employment Opportunity

If you are experiencing any issues with the Google Form, please email careers@lakeheadu.ca for assistance.

We appreciate your interest; however, only those selected for an interview will be notified. Lakehead University is committed to creating a diverse and inclusive environment and welcomes applications from all qualified individuals including women, racialized persons, Indigenous people, persons with disabilities and other equity-seeking groups. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. This is in accordance with Canadian immigration requirements.

Lakehead University is committed to supporting an accessible environment. Applicants requiring accommodation during the interview process should contact the Office of Human Resources at (807) 343.8334 or human.resources@lakeheadu.ca to make appropriate arrangements