CLASSIFICATION STANDARD

LIBRARY SCIENCE

SCIENTIFIC AND PROFESSIONAL CATEGORY

Canada

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SCIENTIFIC AND PROFESSIONAL CATEGORY

CONTENTS

INTRODUCTION

The classification standard for the Library Science Group is a point-rating plan consisting of an introduction, definitions of the Scientific and Professional Category and the occupational group, rating scales and bench-mark position descriptions.

Point rating is an analytical, quantitative method of determining the relative values of jobs. Point-rating plans define characteristics or factors common to the jobs being evaluated, define degrees of each factor and allocate point values to each degree. The total value determined for each job is the sum of the point values assigned by the raters.

All methods of job evaluation require the exercise of judgment and the orderly collection and analysis of information in order that consistent judgments can be made. The point-rating method facilitates rational discussion and resolution of differences in determining the relative values of jobs.

Factors

The combined factors may not describe all aspects of jobs. They deal only with those characteristics that can be defined and distinguished and that are useful in determining the relative worth of jobs. Three factors are used in this plan.

Factor Weighting and Point Distribution

The weighting of each factor reflects its relative importance. Similarly, points are distributed to the factors or elements in an arithmetic progression.

Rating Scales

In the rating plan the following factors, weights and point values are used.

Factor	Percentage of Total Points	Point Values Minimum	Maximum
Knowledge	30	60	300
Professional Responsibility	35	70	350
Management Responsibility	35	70	350
	100		

Bench-mark Positions

Bench-mark position descriptions are used to exemplify degrees of factors. Each description consists of a list of the principal duties and specifications describing the degree of each factor to which the position is rated. The bench-mark positions have been evaluated, and the degree and point values assigned for each factor are shown in the specifications.

The rating scales identify the bench-mark position descriptions that exemplify each degree. These descriptions are an integral part of the point-rating plan and are used to ensure consistency in applying the rating scales.

Use of the Standard

There are six steps in the application of this classification standard.

1.   The position description is studied to ensure understanding of the position as a whole and of each factor. The relation of the position being rated to positions above and below it in the organization is also studied.

2.   Allocation of the position to the category and the group is confirmed by reference to the definitions and the descriptions of inclusions and exclusions.

3.   Tentative degrees of each factor in the position being rated are determined by comparison with degree definitions in the rating scales. Uniform application of degree definitions requires frequent reference to the description of factors and the notes to raters.

4.   The description of the factor in each of the bench-mark positions exemplifying the degree tentatively established is compared with the description of the factor in the position being rated. Comparisons are also made with descriptions of the factor in bench-mark positions for the degrees above and below the one tentatively established.

5.   The point values for all factors are added to determine the tentative total point rating.

6.   The position being rated is compared as a whole with positions to which similar total point values have been assigned, as a check on the validity of the total rating.

Determination of Levels

The ultimate objective of job evaluation is the determination of the relative values of jobs in each occupational group. Jobs that fall within a designated range of point values will be regarded as of equal difficulty and will be assigned to the same level.

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LEVEL AND POINT
BOUNDARY

Level		Points
LS-1	–	200 – 270
LS-2	–	271 – 420
LS-3	–	421 – 570
LS-4	–	571 – 720
LS-5	–	721 and up

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CATEGORY DEFINITION

Occupational categories were repealed by the Public Service Reform Act (PSRA), effective April 1, 1993. Therefore, the occupational category definitions have been deleted from the classification standards.

<u>GROUP DEFINITION</u>

For occupational group allocation, it is recommended that you use the <u>Occupational Group Definition Maps</u>, which provide the 1999 group definition and their corresponding inclusion and exclusion statements. The maps explicitly link the relevant parts of the overall 1999 occupational group definition to each classification standard.

<u>**RATING PLAN**</u>

KNOWLEDGE

This factor is used to evaluate the difficulty of the work in terms of the academic, subject-matter,

administrative and technological knowledge required to perform the duties of the position.

Notes to Raters

The degrees of the Knowledge factor are exemplified by bench-mark position descriptions. The bench-mark positions were assigned to a degree of the Knowledge factor by considering the following criteria:

-       the understanding of the principles, theories, techniques and practices of library and information science,

-        the knowledge of related methods of acquiring, organizing and disseminating information,

-       the understanding of the principles, theories, practices, terminology and requirements of another discipline or subject field,

-       the understanding of departmental policies and programs, administrative practices, legislation and regulations,

-        the understanding of technological developments having an impact on library practices.

Any one characteristic is only an indication of the difficulty and responsibility of the work, and the whole context within which the work is performed is to be considered.

The degree of the Knowledge factor is determined by considering the five broad knowledge areas listed above. The degree tentatively selected is then confirmed by comparing the duties of the position being rated with the duties and specifications of the bench-mark positions.

RATING SCALE - KNOWLEDGE

Degree of Knowledge	Points	Bench-mark Position Descriptions	
		No.	Page
1	60	1. General Librarian	1.1
		2. Cataloguer	2.1
		3. Reference Librarian	3.1
2	120	4. Research Station Librarian	4.1
		5. Systems Librarian	5.1
		6. Reference Librarian	6.1
		7. Cataloguer	7.1
		8. Systems Librarian	8.1
		9. Chief, Serials Records Division	9.1
3	180	10. Head, Library Services	10.1
		11. Head, Reader Services	11.1
		12. Head, Printed Collection	12.1
		13. Network Officer	13.1
		14. Manager, Reader Services	14.1
		15. Manager, Technical Services	15.1
4	240	16. Chief Librarian	16.1
		17. Chief, Subject Analysis Division	17.1
5	300	18. Departmental Librarian	18.1
		19. Senior Coordinator - Standards	19.1

PROFESSIONAL RESPONSIBILITY

This factor is used to evaluate the judgment and discretion exercised in applying professional

knowledge and technical skills to the conduct of library operations.

Notes to Raters

The bench-mark positions were assigned to a degree of the Professional Responsibility factor by considering the following criteria:

-       the requirement to provide advice to clients,

-       the requirement to select, analyze and disseminate information,

-       the latitude exercised in developing, evaluating and changing policies, methods and techniques,

-        the discretion exercised in organizing, planning and maintaining library services,

-       the requirement to develop professional and technical innovations and reach recognized and authoritative conclusions.

Any one characteristic is only an indication of the difficulty and responsibility of the work, and the whole context within which the work is performed is to be considered.

The degree of the Professional Responsibility factor is determined by studying the factor criteria and comparing these to the degree definitions. The degree tentatively assigned is then confirmed or rejected by comparison with the bench-mark position descriptions.

RATING SCALE – PROFESSIONAL RESPONSIBILITY

Degree of Professional Responsibility	Points	Bench-mark Position Descriptions	

		No.	Page
There is latitude for initiative and judgment in the application of reference and cataloguing tools and in the selection, evaluation, and dissemination of pertinent information. There is also a requirement to advise clients and support staff in the utilization of library resources.	1 70	1. General Librarian 2. Cataloguer 3. Reference Librarian 4. Research Station Librarian	1.1 2.1 3.1 4.1
There is a requirement to exercise initiative and judgment in the selection of methods and techniques to be used and in evaluating and revising existing methods and techniques. The work requires discretion and technical skills in resolving unusual or difficult problems such as those referred by other librarians.	2 163	5. Systems Librarian 6. Reference Librarian 7. Cataloguer 8. Systems Librarian 9. Chief, Serials Records Division 10. Head, Library Services 11. Head, Reader Services 12. Head, Printed Collection	5.1 6.1 7.1 8.1 9.1 10.1 11.1 12.1
There is a requirement to exercise initiative and judgment in organizing, planning and maintaining library services, and in evaluating current or proposed methods and techniques. Judgment is required in the solving of unusual and complex problems. There is also a requirement to provide recommendations affecting policy determination for the library, and a responsibility to recommend or advise departmental management of changes in activities and services.	3 256	13. Network Officer 14. Manager, Reader Services 15. Manager, Technical Services 16. Chief Librarian 17. Chief, Subject Analysis Division 18. Departmental Librarian	13.1 14.2 15.1 16.2 17.1 18.1
There is a requirement to exercise a high degree of initiative and judgment in planning and organizing library services and in formulating and initiating changes in response to recommendations, advice or changed conditions. Precedents are not usually available in developing professional or technical innovations or changes, and decisions on these matters represent recognized authoritative professional conclusions.	4 350	19. Senior Coordinator - Standards	19.2

<u>MANAGEMENT RESPONSIBILITY</u>

This factor is used to evaluate the difficulty of the work in terms of the responsibility for human,

financial and physical resources.

<u>Notes to</u> <u>Raters</u>

Degree definitions have been included for the first, third and fifth degrees only. The bench-mark positions were assigned to a degree of the Management Responsibility factor by considering the following criteria:

-        the responsibility for supervising, selecting, appraising and training personnel,

-        the responsibility for coordinating activities or information exchange between libraries,

-        the responsibility for improving and implementing administrative work methods and procedures, -

      the responsibility for administering funds,

-        the responsibility for making recommendations which significantly affect library services or resources,

-        the requirement to acquire, house and maintain library holdings,

-        the requirement to act as the coordinator of task forces/project teams.

Any one characteristic is only an indication of the difficulty and responsibility of the work, and the whole context within which the work is performed is to be considered.

The degree of the Management Responsibility factor is determined by studying the factor criteria and comparing these to the degree definitions. Selection of a degree is made on the basis that the position is equal to, more than, or less than a degree that is defined.

The degree tentatively assigned is then confirmed or rejected by comparison with the bench-mark position descriptions.

RATING SCALE - MANAGEMENT RESPONSIBILITY

Degree of Management Responsibility	Points	Bench-mark Position Descriptions	
		No.	Page
The work requires the use, care and maintenance of holdings, and may require assigning or checking the work of support staff or the training of support staff.	1 70	1 General Librarian 2. Cataloguer 3. Reference Librarian 5. Systems Librarian 6. Reference Librarian 7. Cataloguer	1.1 2.1 3.1 5.2 6.1 7.1
	2 140	4. Research Station Librarian 8. Systems Librarian 9. Chief, Serials Records Division 10. Head, Library Services 11. Head, Reader Services 12. Head, Printed Collection 13. Network Officer	4.2 8.2 9.2 10.2 11.2 12.2 13.2
The work requires the management of physical resources and responsibility for implementing and improving work methods and procedures, recommending improvements in the utilization of space and equipment, determining annual budget and personnel requirements for the organizational unit. To carry out these management functions requires the supervision of support staff and librarians and/or the coordination of task forces/project teams. The work requires coordinating the activities with functions of other organizational units within the library or with other libraries.	3 210	14. Manager, Reader Services 15. Manager, Technical Services 16. Chief, Librarian 17. Chief, Subject Analysis Division 19. Senior Coordinator - Standards	14.2 15.2 16.2 17.2 19.2
	4 280	18. Departmental Librarian	18.1
The work requires planning and directing a major library program, preparing and administering a budget, allocating funds to specific services or projects, housing and maintaining a wide variety of library materials of a current and retrospective nature, and supervising the training and direction of a staff of professional and non professionnel personnel. The work also requires co-ordination with other libraries and with national libraries and information centers abroad concerning co-operative efforts, new techniques, etc.	5 350		

BENCH-MARK POSITION DESCRIPTION INDEX

	Title	Knowledge	Professional Responsibility	Management Responsibility	Total	Level	Page
BM #1	General Librarian	60	70	70	200	1	1.1
BM #2	Cataloguer	60	70	70	200	1	2.1
BM #3	Reference Librarian	60	70	70	200	1	3.1
BM #4	Research Station Librarian	120	70	140	330	2	4.1
BM #5	Systems Librarian	120	163	70	353	2	5.1
BM #6	Reference Librarian	120	163	70	353	2	6.1
BM #7	Cataloguer	120	163	70	353	2	7.1
BM #8	Systems Librarian	120	163	140	423	3	8.1
BM #9	Chief, Serials Records Division	120	163	140	423	3	9.1
BM #10	Head, Library Services	180	163	140	483	3	10.1
BM #11	Head, Reader Services	180	163	140	483	3	11.1
BM #12	Head, Printed Collection	180	163	140	483	3	12.1
BM #13	Network Officer	180	256	140	576	4	13.1
BM #14	Manager, Reader Services	180	256	210	646	4	14.1
BM #15	Manager, Technical Services	180	256	210	646	4	15.1
BM #16	Chief Librarian	240	256	210	706	4	16.1
BM #17	Chief, Subject Analysis Division	240	256	210	706	4	17.1
BM #18	Departmental Librarian	300	256	280	836	5	18.1
BM #19	Senior Coordinator - Standards	300	350	210	860	5	19.1

BENCH-MARK POSITION DESCRIPTIONS

<u>BENCH-MARK POSITION DESCRIPTION</u>

Bench-mark Position Number: 1   Level: 1

Descriptive Title: General Librarian   Point Rating: 200

 In a training capacity, reporting administratively to the Director, Libraries Division and on a
rotational basis to relevant professional staff:

Selects monographic and serial publications for acquisition by the Libraries Division. This includes scanning
publishers' announcements, trade catalogues, book reviews and accession lists from around the world to
identify suitable monographs and serials. The material is verified using manual and automated searching means;
inventory files are searched to prevent title duplication and order files are created.

Catalogues, assigns subject headings and classifies monographs, serials, government documents and other library materials
which involves determining the correct form of entry, describing each publication according to descriptive cataloguing
rules, assigning appropriate subject headings and classification numbers, creating numbers and other codes for call
numbers according to established rules and practices.

Provides reference services to departmental clients. This includes answering reference questions through searches using
traditional and automated reference tools, compiling selective bibliographies on specific topics for subjects not
covered by automated search services, verifying bibliographic detail received with requests, searching bibliographic
sources using manual and on-line systems, obtaining items through inter-library loan and instructing library clients on
use of library resources.

Specifications	Degree/ Points
Knowledge	1 / 60

The work requires a basic professional knowledge of the principles, rules and techniques
associated with acquiring, cataloguing and classifying library materials, of bibliography
preparation and reference search techniques.

Professional Responsibility	1 / 70

The work requires judgment in order to determine the scope and depth of inquiries when
searching and analyzing specialized and technical documents, and selecting material which
will suit the user's needs. Judgment is required to describe and identify each
publication according to descriptive cataloguing rules. Guidance and direction are
available from professional staff.

Management Responsibility	1 / 70

The work requires use and care of library holdings.

ORGANIZATION CHART

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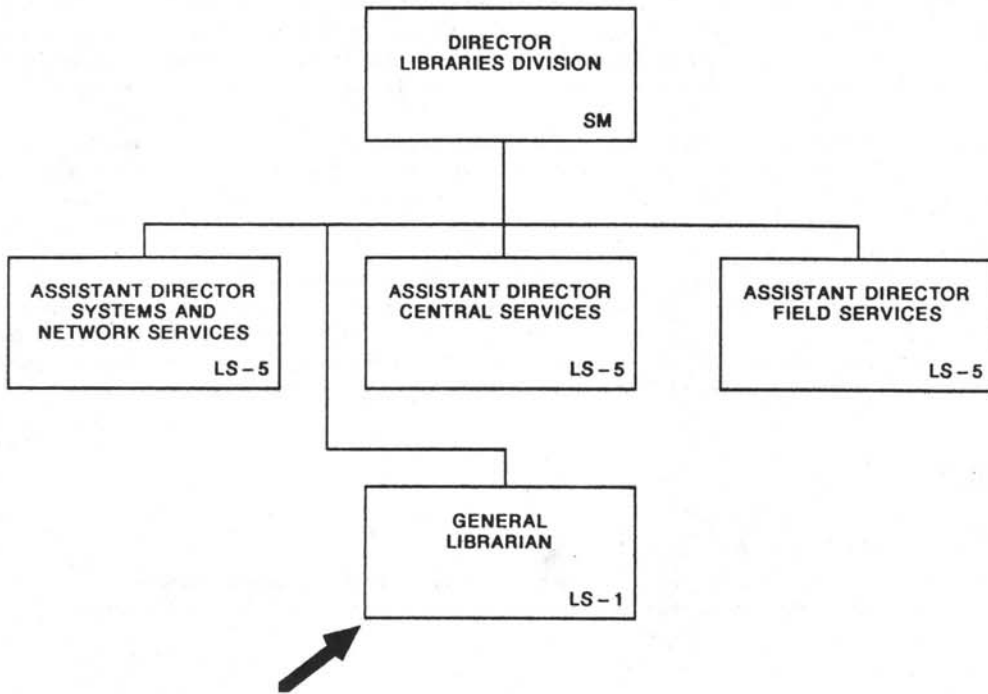
BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 2

Level: 1

Descriptive Title: Cataloguer

Point Rating: 200

Reporting to the Senior Cataloguer:

Performs original cataloguing of library materials primarily in the field of applied sciences and technology.

Classifies library materials and assigns subject headings selected from the Library of Congress list of subject headings or other recognized and approved sources.

Searches on-line systems for bibliographic data in order to compare data elements on the records against the item in hand and determining the applicability of the record in the cataloguing process.

Creates entries and assigns keywords as required for office collections; compiles statistics and prepares reports; consults the Senior Cataloguer to decide on the cataloguing format of some ambiguous publications.

Specifications	Degree/ Points
Knowledge	1 / 60

The work requires a basic professional knowledge of the principles, rules, techniques and practices applicable to cataloguing and classifying library materials.

Professional Responsibility	1 / 70

The work requires judgment in cataloguing library materials. Work is performed in accordance with quality standards set by the library. Recommendations concerning difficult cataloguing problems are submitted to the Senior Cataloguer for discussion and final decision.

Management Responsibility	1 / 70

There is an occasional requirement to supervise and instruct support staff in the performance of cataloguing duties.

ORGANIZATION CHART

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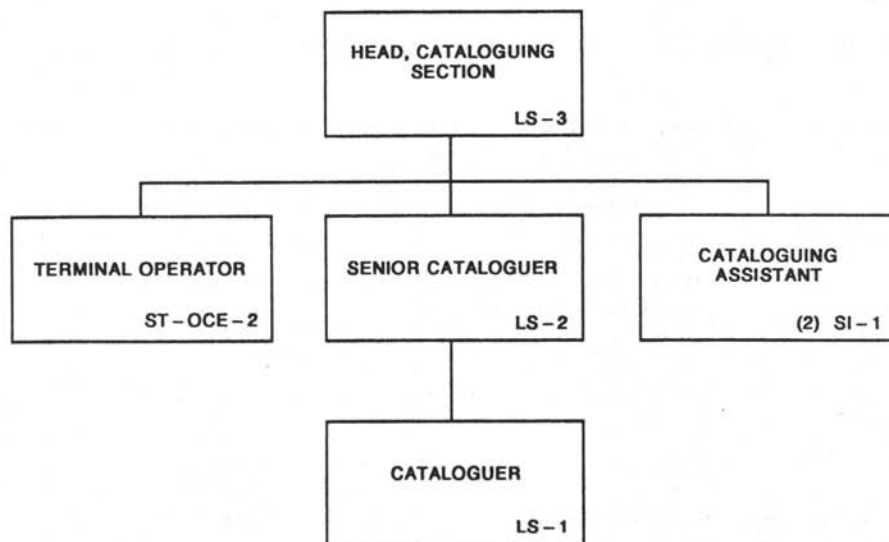
BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 3

Level: 1

Descriptive Title: Reference Librarian

Point Rating: 200

Reporting to Head, Reader Services:

Provides reference services to library clients; performs literature searches for information in a specific subject area by accessing manual and computerized information retrieval systems; maintains circulation and stack management services; and assigns and checks the work of support staff.

Specifications	Degree/ Points
Knowledge	1 / 60

The work requires a basic professional knowledge of the principles, techniques and practices associated with the provision of reference services. The work requires knowledge of various automated bibliographic reference files as well as a knowledge of circulation and stack management procedures.

Professional Responsibility	1 / 70

The work requires judgment in providing information using specialized reference tools and automated retrieval systems. There is also a requirement to advise clients on the availability of current information to meet their research needs.

Management Responsibility	1 / 70

There is a requirement to assign and check the work of support staff.

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                        │   DEPARTMENTAL      │
                        │    LIBRARIAN        │
                        │              LS – 5 │
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HEAD, COLLECTIONS DEVELOPMENT SECTION	HEAD, CATALOGUING SECTION	HEAD, READER SERVICES SECTION	HEAD, ACQUISITIONS SECTION	HEAD, BRANCH LIBRARIES
LS – 2	LS – 3	LS – 3	CR – 5	LS – 3

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        │ INTERLIBRARY LOANS │      │    REFERENCE       │
        │       CLERK        │      │    LIBRARIAN       │
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                                    │       CLERK        │
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                                    │     CLERK          │
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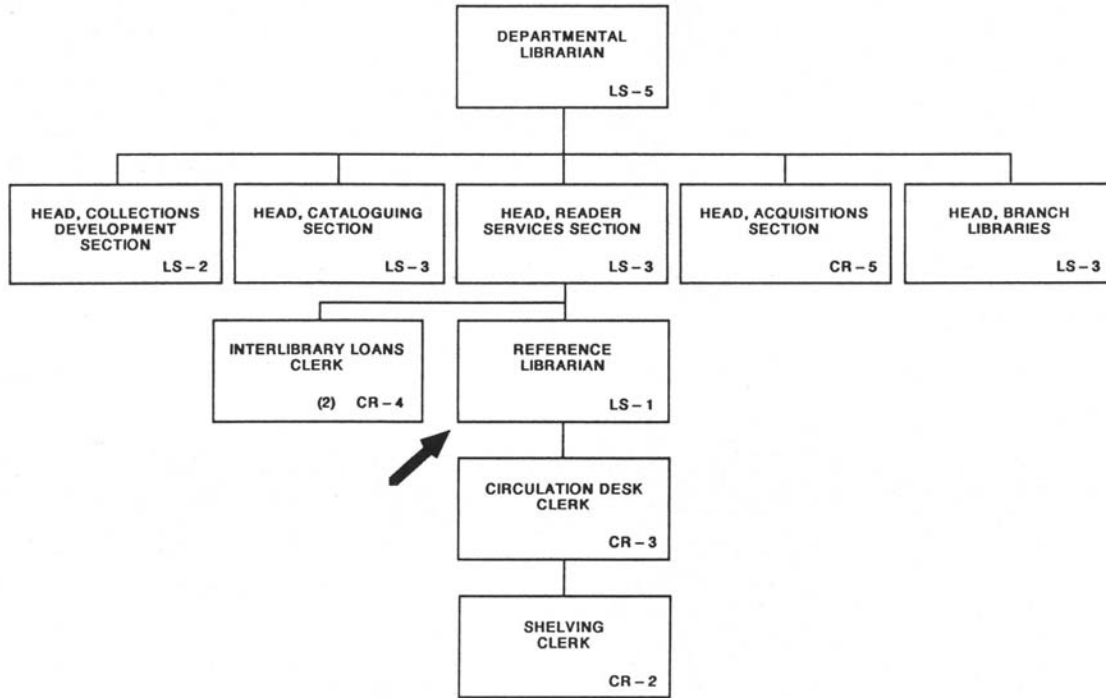
<u>BENCH-MARK POSITION DESCRIPTION</u>

Bench-mark Position Number: 4   Level; 2

Descriptive Title: Research Station Librarian
                                                                           Point Rating: 330

Reporting to a Regional Area Coordinator:

Develops and maintains a library collection for a research station which involves establishing collection goals in consultation with a library committee and in accordance with departmental and regional collections policy; selecting and arranging the purchase of library materials; ensuring the proper maintenance and preservation of the collection and classifying, cataloguing and analyzing the collection according to departmental standards.

Provides a reference service to support the research activities of the station which includes determining information requirements; performing on-line and manual searches of relevant databases and literature, providing information from the station's own library resources and through inter-library loans, verifying citations; obtaining translations of foreign language material; updating local
data bases and developing and maintaining a circulation system. Back-up services are available from the departmental library.

Prepares a budget for submission to the Research Station Director and library committee. Allocates resources for the most effective use of funds, personnel, equipment and space and plans and organizes the housing of the collection. Supervises and trains administrative support staff in the application of library procedures.

	Degree/ Points
Specifications	
Knowledge	2 / 120

The work requires a good knowledge of library and information science principles and techniques in order to plan and determine facility requirements and to acquire and organize library material for professional and technical staff engaged in research activities. An understanding of the general purpose and terminology of the station's research projects is required to develop the collection and provide reference services. There is also a requirement for knowledge of the administrative practices and regulations necessary to operate a library.

Professional Responsibility   1 / 70

The work requires judgment when determining the degree of reference information required, the best search strategies and the pertinent information required for selective bibliographies and the level of detail necessary to catalogue and classify publications. Judgment is also exercised in developing collections within regional objectives and providing current awareness services. Guidance and direction are readily available.

Degree/
Points

Management Responsibility   2 / 140

The work requires the management of the library through recommending annual budget
requirements, allocating resources, recommending acquisitions and purchase of equipment;
adapting library layout to accommodate collection changes and supervising support staff.
Changes in cataloguing or reference procedures are implemented as part of a continuing
process of evaluating and improving reader services.

ORGANIZATION CHART

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                    │ ASSISTANT DIRECTOR  │
                    │   FIELD SERVICES    │
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                    │  REGIONAL AREA      │
                    │   COORDINATOR       │
                    │              LS-4   │
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│    LIBRARIAN    │  │    LIBRARIAN    │  │    LIBRARIAN    │
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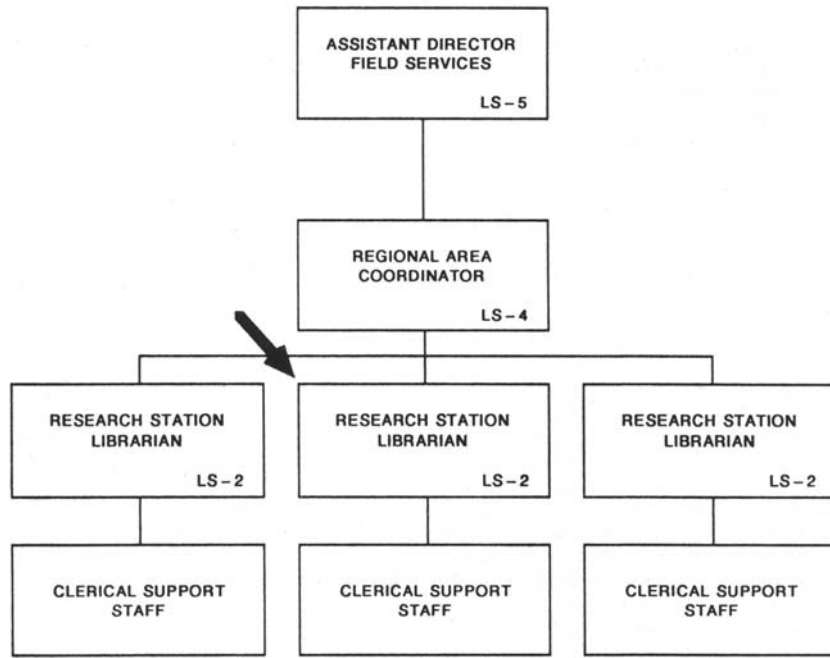
BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 5   Level: 2

Descriptive Title: Systems Librarian   Point Rating: 353

Reporting to the Senior Systems Librarian:

Assists in systems analysis and design undertaken in connection with the development and maintenance of computerized library systems used by the National Library and other government libraries including providing support services to the users of those systems; developing test methods/data, specifications, documentation and schedules; providing training and assistance to users and monitoring and evaluating data processing solutions.

Carries out research in the fields of library information systems and electronic data processing applied to libraries in order to contribute to the planning, design and development of library systems and services.

Assists and serves on project teams and task forces undertaking feasibility studies or developing new systems and services for the National Library, government libraries and the Canadian library community as a whole.

	Degree/ Points
Specifications	
Knowledge	2 / 120

The work requires a good knowledge of the principles, theories, techniques and practices of library and information science and especially of cataloguing, classification, international codes and systems and other bibliographic techniques. Also required is a knowledge of bibliographic data and of national and international standards and formats for computerized library systems and information transfer. There is also a requirement for knowledge of the principles and library uses of electronic data processing, techniques of systems analysis and design and of library research methods.

Professional Responsibility   2 / 163

The work requires the exercise of initiative and judgment in the identification, evaluation and solution of problems which arise during the course of systems development and operation. Judgment is required in order to provide support to system users; liaise with National Library staff, other federal libraries and the library community in general and to participate with library and data processing staff involved in systems development and maintenance activities. There is a requirement to analyze and understand the varying needs and problems of different types of institutions participating in a shared system such as DOBIS.

Management Responsibility   1 / 70

There is a requirement to work with project teams which includes participating in the planning and conduct of system studies and projects and the design and implementation of computer applications whose operation will affect the National Library and other Canadian libraries.

ORGANIZATION CHART

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                    │   ASSISTANT DIRECTOR     │
                    │     USER SERVICES        │
                    │                   LS-5   │
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        │  CHIEF, LIBRARY       │   │  CHIEF, USER LIAISON   │
        │  ANALYSIS DIVISION    │   │  DIVISION              │
        │             LS-4      │   │             LS-4       │
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        ┌───────────────────────┐   ┌───────────────────────┐
        │  SENIOR SYSTEMS       │   │  SENIOR SYSTEMS        │
        │  LIBRARIAN            │   │  LIBRARIAN             │
        │       (3)   LS-3      │   │       (4)   LS-3       │
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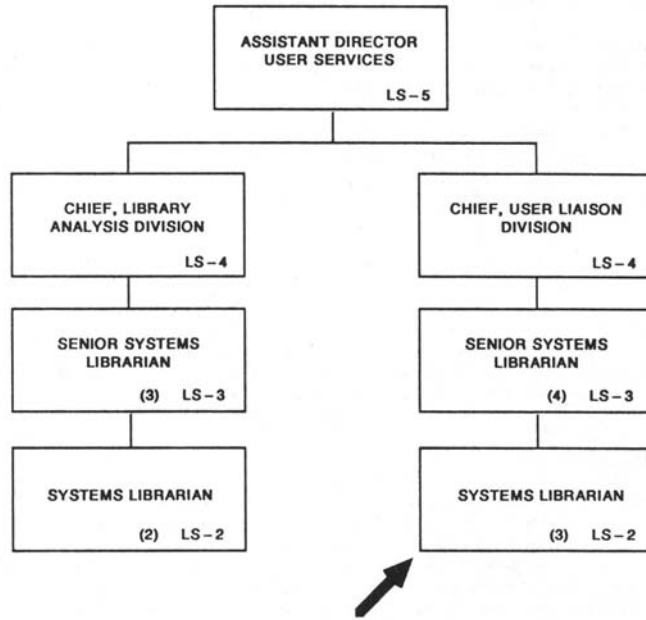
BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 6   Level: 2

Descriptive Title: Reference Librarian   Point Rating: 353

Reporting to the Manager, Reader Services:

Provides a comprehensive reference service, including conducting reference interviews; responding to reference inquiries using computerized information retrieval services and manual sources; instructing and advising clients in library services and resources.

Selects materials for inclusion in the reference collection and for assigned subject fields of the general collection; determines areas that require strengthening and identifies material to be deleted.

Provides avoidance to support staff and regional librarians in the use of on-line systems.

Specifications	Degree/ Points
Knowledge	2 / 120

The work requires a good knowledge of library and information science, particularly of reference techniques and sources, including on-line literature searching of complex data bases. There is also a requirement for a knowledge of departmental programs in order to delineate searches and select appropriate materials for the collections.

Professional Responsibility	2 / 163

The work requires initiative and judgment in determining the extent of client information needs, and in the collection, analysis, selection and presentation of information to meet these needs. Judgment and technical skills are required in order to respond to reference and database search requests which are referred by librarians of regions of the department. Judgment is required in identifying changing requirements in the reference and general collections and in recommending the acquisition or deletion of materials. Initiative is required in recommending new or modified practices to facilitate and improve services to clients.

Management Responsibility	1 / 70

The work requires the training of support staff and regional librarians in on-line literature search techniques and strategies. There is also a need to recommend the acquisition of library materials required to provide efficient and effective service to clientele.

ORGANIZATION CHART

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                    ┌─────────────────────┐
                    │     DIRECTOR,       │
                    │  LIBRARY SERVICES   │
                    │                SM   │
                    └─────────┬───────────┘
        ┌─────────────────────┼─────────────────────┐
┌───────┴────────┐   ┌────────┴───────┐   ┌──────────┴──────┐
│    MANAGER,    │   │   MANAGER,     │   │    MANAGER,     │
│ LIBRARY SERVICES│  │ READER SERVICES│   │TECHNICAL SERVICES│
│          LS-5  │   │          LS-4  │   │           LS-4  │
└────────────────┘   └────────┬───────┘   └─────────────────┘
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┌───────┴────────┐   ┌────────┴───────┐   ┌──────────┴──────┐
│SENIOR CIRCULATION│ │   REFERENCE    │   │ BRANCH LIBRARIAN│
│ & INTERLIBRARY  │  │   LIBRARIAN    │   │                 │
│  LOANS CLERK    │  │   (2)   LS-2   │   │          LS-2   │
│          CR-4  │   └────────────────┘   └─────────────────┘
└────┬───────────┘
     │  ┌──────────────┐                       ┌──────────────┐
     ├──┤ LIBRARY CLERK│                       │CIRCULATION   │
     │  │        CR-3  │                       │   CLERK      │
     │  └──────────────┘                       │        CR-3  │
     │  ┌──────────────┐                       └──────────────┘
     ├──┤ CIRCULATION  │                       ┌──────────────┐
     │  │   CLERK      │                       │INTERLIBRARY  │
     │  │        CR-3  │                       │ LOANS CLERK  │
     │  └──────────────┘                       │        CR-4  │
     │  ┌──────────────┐                       └──────────────┘
     └──┤SHELVING CLERK│
        │        CR-2  │
        └──────────────┘
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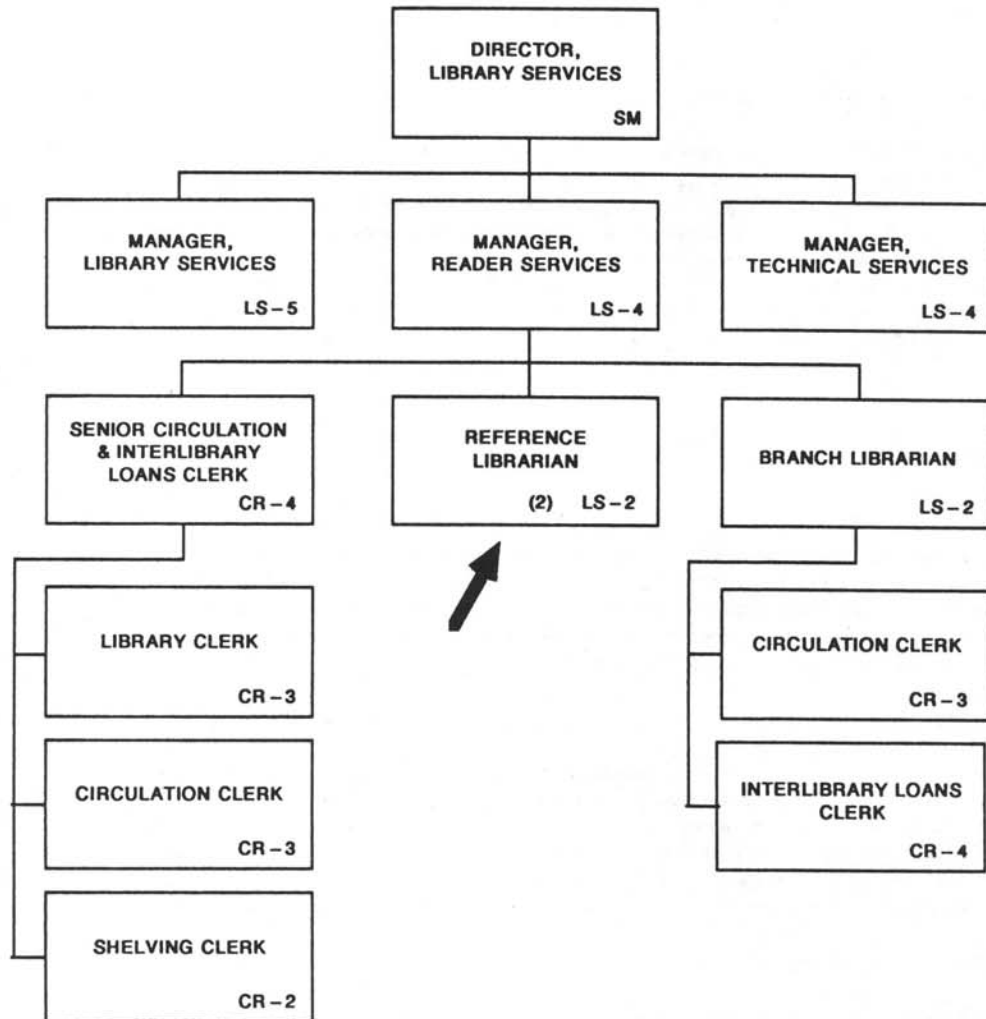
BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 7

Level: 2

Descriptive Title: Cataloguer

Point Rating: 353

Reporting to the Manager, Technical Services:

Catalogues, classifies and assigns subject headings to the full range of library materials by determining access points using a variety of authoritative and non-standard sources; determining the bibliographic detail necessary to identify and describe material; revising records to reflect changes; interpreting classification schedules and assigning classification; analyzing subject content of material and determining appropriate subject access; maintaining and updating authority files; recommending innovative procedures for improved bibliographic control and efficiency in workflow. Provides professional guidance to regional librarians and support staff by developing and interpreting various procedures, providing advice in cataloguing and cataloguing systems matters and resolving problems.

Specifications	Degree/ Points
Knowledge	2 / 120

The work requires a good knowledge of library and information science, particularly of cataloguing, classification and/or subject analysis. Material is complex as regards authorship, publishing history, subject matter and/or bibliographic form. There is also a requirement for knowledge of departmental programs in order to create the bibliographic access most appropriate to client requirements.

Professional Responsibility   2 / 163

The work requires the interpretation, evaluation and application of standard as well as non-standard authorities. Judgment is required to interpret the needs of clients and to provide appropriate bibliographic access to the collections. Initiative is required to recommend and implement new techniques, procedures and modifications to the cataloguing system. Discretion and technical skills are necessary in resolving problems referred by other librarians. Solutions to problems are frequently not found in standard sources.

Management Responsibility   1 / 70

The work may require assigning and reviewing the work of support staff.

ORGANIZATION CHART

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                    ┌─────────────────────┐
                    │    DIRECTOR,         │
                    │  LIBRARY SERVICES    │
                    │              SM      │
                    └──────────┬──────────┘
          ┌────────────────────┼────────────────────┐
   ┌──────┴──────┐      ┌───────┴───────┐     ┌──────┴──────┐
   │  MANAGER,   │      │   MANAGER,    │     │  MANAGER,   │
   │ LIBRARY     │      │  TECHNICAL    │     │  READER     │
   │ SYSTEMS     │      │  SERVICES     │     │  SERVICES   │
   │      LS-5   │      │        LS-4   │     │      LS-4   │
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  ┌───┴─────────┐        ┌───────┴───────┐          ┌────────┴──────┐
  │ CATALOGUER  │        │ ACQUISITIONS  │          │ BIBLIOGRAPHIC │
  │             │        │    CLERK      │          │   SEARCHER    │
  │  (2)  LS-2  │        │        CR-3   │          │  (2)   CR-4   │
  └───┬─────────┘        └───────────────┘          └───────────────┘
  ┌───┴─────────┐
  │ CATALOGUING │
  │   CLERK     │
  │  (3)  CR-4  │
  └─────────────┘
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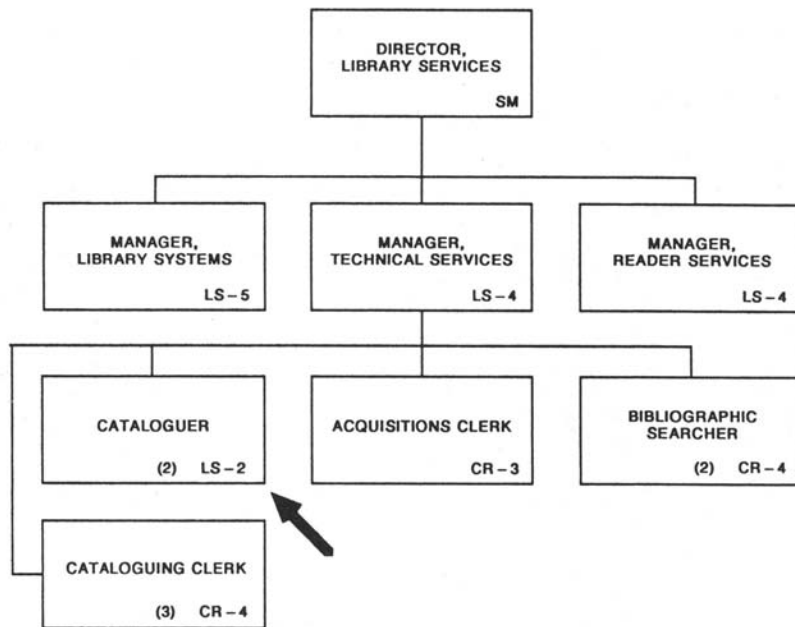
BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 8   Level: 3

Descriptive Title: Systems Librarian   Point Rating: 423

Reporting to the Manager, Library Systems:

Conducts systematic studies in the planning and design of manual and automated systems, including developing objectives and establishing requirements, priorities, nature and extent of electronic data processing applications; defining the scope of systems studies and determining time schedules, methods and techniques; reviewing policies, procedures, and collecting and analyzing data from existing systems.

Participates in the development, implementation and maintenance of specific library systems including preparing detailed specifications, ensuring that all operational requirements are accounted for; designing flow system and layout charts; writing reports and preparing schedules and phase-in procedures; proposing modifications and ensuring implementation.

Provides specialist services in library systems to the departmental and regional libraries, including advising on probable costs and benefits; ensuring the compatibility of systems; advising on space and equipment requirements; identifying and solving library systems problems.

Plans and carries out studies related to library services, operations, equipment and programs, including establishing and coordinating the activities of project teams; selecting the appropriate data collection method, conducting or supervising the data collection, critically examining and analyzing the activity under study, devising and recommending solutions; training professional and support staff.

Specifications	Degree/ Points
Knowledge	2 / 120

The work requires a good knowledge of library and information science, particularly of bibliographic systems and techniques. There is also a requirement for a knowledge of systems analysis and design and electronic data processing as applied to library operations. A knowledge of project management techniques is required.

Professional Responsibility	2 / 163

The work requires judgment in the conduct of technical and analytical studies. Initiative and judgment are required in the selection of methods and techniques and in the critical examination and evaluation of library activities when solving complex problems including those referred by regional librarians or project teams. The work also requires consultation with senior library personnel and regional library personnel and computer system specialists. There is a requirement to assess library systems and services and to recommend changes.

Degree/
Points

Management Responsibility   2 / 140

The work requires establishing and coordinating project teams involved in the
development, implementation and use of computerized library systems; verifying the
compatibility of systems among the libraries of the department; advising on cost,
benefit, space and equipment requirements.

ORGANIZATION CHART

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                    ┌─────────────────────┐
                    │      DIRECTOR       │
                    │  LIBRARY SERVICES   │
                    │                     │
                    │                 SM  │
                    └──────────┬──────────┘
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┌────────┴────────┐  ┌─────────┴─────────┐  ┌─────────┴────────┐
│    MANAGER,     │  │     MANAGER,      │  │    MANAGER,      │
│TECHNICAL SERVICES│  │  LIBRARY SYSTEMS  │  │  READER SERVICES │
│                 │  │                   │  │                  │
│          LS – 4 │  │           LS – 5  │  │          LS – 4  │
└─────────────────┘  └─────────┬─────────┘  └──────────────────┘
            ┌──────────────────┴──────────────────┐
   ┌────────┴────────┐               ┌─────────────┴─────────────┐
   │SYSTEMS LIBRARIAN│               │     CHIEF, LIBRARY        │
   │                 │               │      TECHNOLOGY           │
   │          LS – 3 │               │      ASSESSMENT           │
   └─────────────────┘               │                   CS – 3  │
                                     └─────────────┬─────────────┘
                                          ┌────────┴────────┐
                                          │     LIBRARY     │
                                          │  APPLICATIONS   │
                                          │    ANALYST      │
                                          │          CS – 2 │
                                          └─────────────────┘
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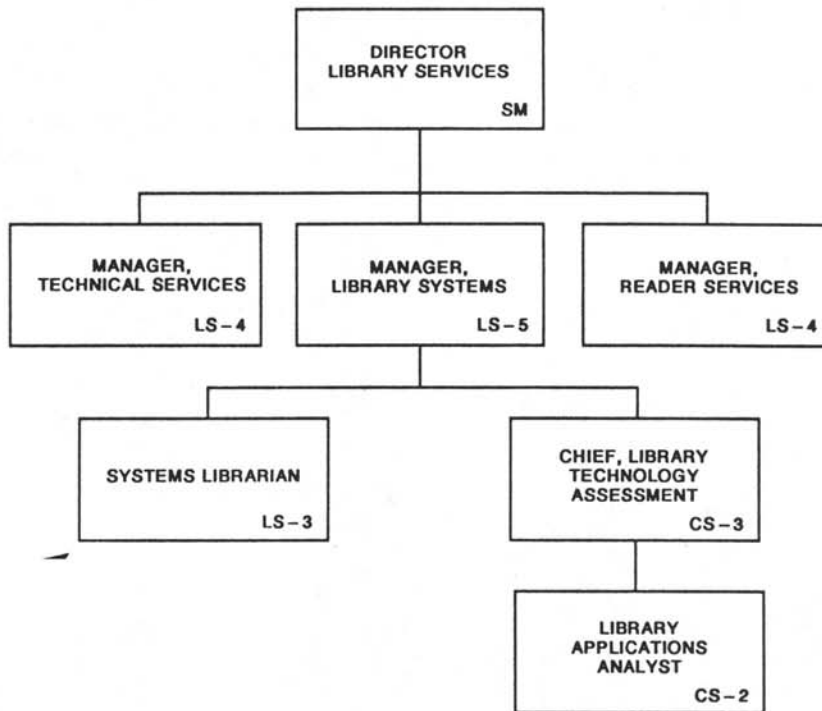
BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 9   Level: 3

Descriptive Title: Chief, Serials Records Division   Point Rating: 423

Reporting to the Assistant Director, Acquisitions and Bibliographic Services:

Plans and organizes the work of the Serials Records Division which includes establishing objectives, priorities and performance measurement criteria; recommending resource requirements and improvements to division activities and selecting, supervising and appraising staff.

Directs the creation of an on-line serials data base and the processing of serials received in the National library; devises and implements procedures for the input into DOBIS of serial records; identifies problem areas, analyzes reasons for deviation and takes corrective action and provides professional and technical advice to staff.

Coordinates Divisional activities with other areas of the National Library including analyzing the effectiveness of serial processing procedures and developing and implementing new and improved serials processing methods. Participates in the development and implementation of manual and automated systems.

| | Degree/ |
| Specifications | Points |

Knowledge   2 / 120

The work requires a good knowledge of library and information science principles, techniques and practices relating to serials. Also required is a good knowledge of the library applications of modern computer technology to functions such as acquisitions, cataloguing and serials control. There is also a requirement for a knowledge of Acquisitions and Bibliographic Services objectives, policies, plans, systems and procedures as well as a general knowledge of the policies, structures and functions of the other areas of the National Library.

Professional Responsibility   2 / 163

The work requires judgment and discretion in planning and organizing the work in order to control the serials collection. Initiative and judgment are required in revising existing procedures and devising and implementing new ones, evaluating systems, and assisting with the development and implementation of new systems. There is also a requirement to provide advice to management and information to other libraries in such areas as serials and acquisitions automation.

Management Responsibility   2 / 140

The work requires the supervision of the work of the Serials Records Division comprised of technical and administrative support staff. The work includes planning and organizing the work of the Division, establishing priorities, recommending resource requirements and training employees in the manual and automated procedures and practices for maintaining the serials holdings.

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                    ┌─────────────────────┐
                    │ DIRECTOR,           │
                    │ ACQUISITIONS &      │
                    │ BIBLIOGRAPHIC       │
                    │ SERVICES BRANCH     │
                    └─────────────────────┘
                    ┌─────────────────────┐
                    │ ASSISTANT DIRECTOR  │
                    │ ACQUISITIONS        │
                    │                SM   │
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| HEAD, CANADIAN THESIS SERVICES — SI – 2 | CHIEF, CANADIAN BOOK EXCHANGE CENTRE — LS – 4 | CHIEF, SERIALS RECORDS DIVISION — LS – 3 | CHIEF, SELECTION AND ACQUISITIONS DIVISION — LS – 4 | CHIEF, CANADIANA ACQUISITIONS DIVISION — LS – 4 |

Under CHIEF, SERIALS RECORDS DIVISION:

| SERIALS RECORDS SPECIALIST — SI – 1 | CLERICAL SUPERVISOR — CR – 5 |

Under CLERICAL SUPERVISOR:

- SERIALS CONTROL CLERK (8) CR – 4
- DOBIS SERIALS EDITOR CR – 4

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 10   Level: 3

Descriptive Title: Head, Library Services   Point Rating: 483

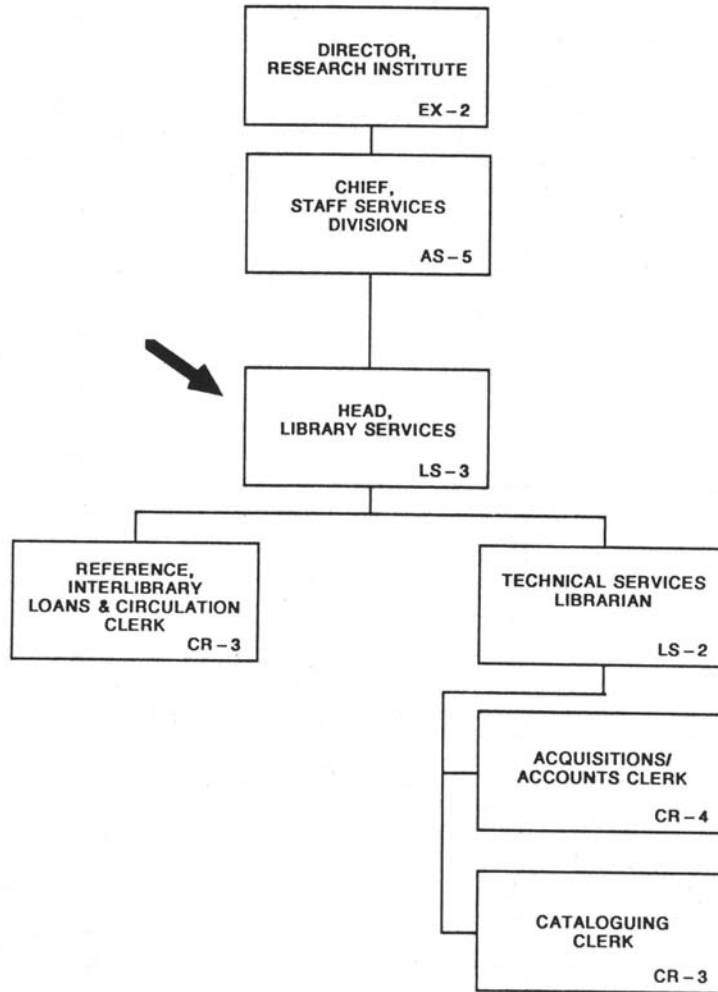Reporting to the Chief, Staff Services Division:

Manages the library of a large scientific research institute to support the research programs including determining, allocating and controlling resources; approving library expenditures within delegated scope; selecting, training and evaluating library staff; resolving problems requiring professional decisions; directing the acquisitions and cataloguing functions; developing, implementing and reviewing service policies, standards and work procedures; orienting clients to library services.

Develops a relevant library collection, including reviewing the collection policy as required; selecting materials relevant to research in consultation with clients and the library committee; rationalizing the collection through consultation with local research and university libraries, and with other related collections.

Provides reference, bibliographic and information retrieval services to clients of the Institute, including advising on their availability and use; conducting literature searches and compiling bibliographies; selecting and analyzing information in response to reference questions; evaluating and acquiring computerized services and printed reference materials which would increase accessibility to information.

Specifications	Degree/ Points
Knowledge	3 / 180

The work requires an in-depth knowledge of the principles, techniques and practices of library and information science in order to manage independently the institute library including establishing institute-specific policies and evaluating, selecting and recommending specific data bases. Also required is an understanding of the principles, practices and terminology of aquatic science and institute research programs. The work requires knowledge of the financial, personnel and administrative practices and procedures pertaining to the management of library resources.

Professional Responsibility	2 / 163

The work requires planning and organizing all aspects of library services. Initiative and judgment are required in determining collection requirements and in the expansion of reference services, as well as ensuring bibliographic access to the collection. The work requires discretion and technical skills in resolving problems referred by subordinate staff.

Management Responsibility	2 / 140

The work requires direction and supervision of professional and clerical staff including their selection, training and appraisal; determining requirements, recommending the annual budget and providing multi-year operational plans; managing the budget allocation and approving expenditures. There is also a requirement for setting standards, introducing and implementing practices and procedures, ensuring optimum utilization of library space and equipment.

ORGANIZATION CHART

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                    │       DIRECTOR,         │
                    │   RESEARCH INSTITUTE    │
                    │                  EX – 2 │
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                    ┌─────────────────────────┐
                    │        CHIEF,           │
                    │    STAFF SERVICES       │
                    │      DIVISION           │
                    │                  AS – 5 │
                    └─────────────────────────┘
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                    ┌─────────────────────────┐
                    │        HEAD,            │
                    │   LIBRARY SERVICES      │
                    │                  LS – 3 │
                    └─────────────────────────┘
                    │                    │
    ┌──────────────────────┐   ┌──────────────────────────┐
    │     REFERENCE,       │   │  TECHNICAL SERVICES      │
    │    INTERLIBRARY      │   │      LIBRARIAN           │
    │ LOANS & CIRCULATION  │   │                          │
    │       CLERK          │   │                  LS – 2  │
    │              CR – 3  │   └──────────────────────────┘
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                                │    ACQUISITIONS/         │
                                │   ACCOUNTS CLERK         │
                                │                  CR – 4  │
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                                │    CATALOGUING           │
                                │      CLERK               │
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BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 11   Level: 3

Descriptive Title: Head, Reader Services   Point Rating: 483

Reporting to the Departmental Librarian:

Plans and organizes Reader Services in a departmental library which includes formulating policies; determining resource requirements; evaluating and improving services; expanding and implementing automated retrieval services to meet specific needs of the library's clientele and promoting current awareness services.

Selects and authorizes the acquisition of the reference and document collections in response to current and anticipated needs in the fields of science, technology and social sciences; identifies for removal obsolete materials in these fields.

Recommends changes in library practices and administrative procedures.

Specifications	Degree/ Points
Knowledge	3 / 180

The work requires a good knowledge of library and information science and an in-depth knowledge of functions associated with Reader Services. A good knowledge of the department's programs is required in order to assess and act upon client's needs. Knowledge of the availability and scope of data bases and on-line bibliographic retrieval services is required. The work also requires knowledge of administrative practices and regulations pertinent to the library.
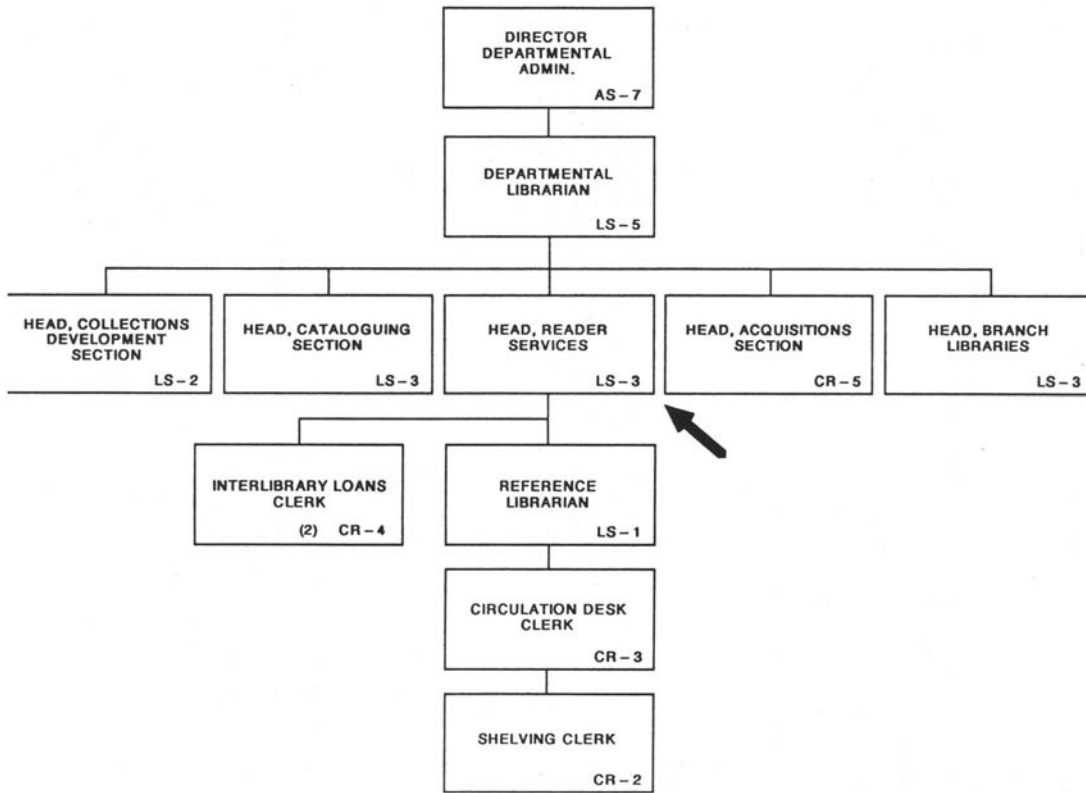
Professional Responsibility	2 / 163

The work requires judgment and discretion in planning and organizing the work of Reader Services in a department with a diversified clientele. Initiative and judgment are required to review and revise existing procedures and policies to meet shifting priorities, to evaluate existing systems, and new automated on-line retrieval services covering data bases of interest to the department's research programs.

Management Responsibility	2 / 140

The work requires the management of Reader Services in a departmental library, supervising professional and support staff. The work requires the setting of priorities and analyzing of work methods to ensure maximum efficiency; selecting, training and appraising staff; and administering a budget to acquire material for the reference and document collection.

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                    │       DIRECTOR       │
                    │    DEPARTMENTAL      │
                    │       ADMIN.         │
                    │              AS – 7  │
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                    ┌──────────────────────┐
                    │    DEPARTMENTAL      │
                    │     LIBRARIAN        │
                    │              LS – 5  │
                    └──────────────────────┘
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| HEAD, COLLECTIONS DEVELOPMENT SECTION LS – 2 | HEAD, CATALOGUING SECTION LS – 3 | HEAD, READER SERVICES LS – 3 | HEAD, ACQUISITIONS SECTION CR – 5 | HEAD, BRANCH LIBRARIES LS – 3 |

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        ┌─────────────────────────┐      ┌──────────────────────┐
        │  INTERLIBRARY LOANS     │      │     REFERENCE        │
        │       CLERK             │      │     LIBRARIAN        │
        │    (2)     CR – 4       │      │              LS – 1  │
        └─────────────────────────┘      └──────────────────────┘
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                                         ┌──────────────────────┐
                                         │  CIRCULATION DESK    │
                                         │       CLERK          │
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                                         │   SHELVING CLERK     │
                                         │              CR – 2  │
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BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 12   Level: 3

Descriptive Title: Head, Printed Collection   Point Rating: 483
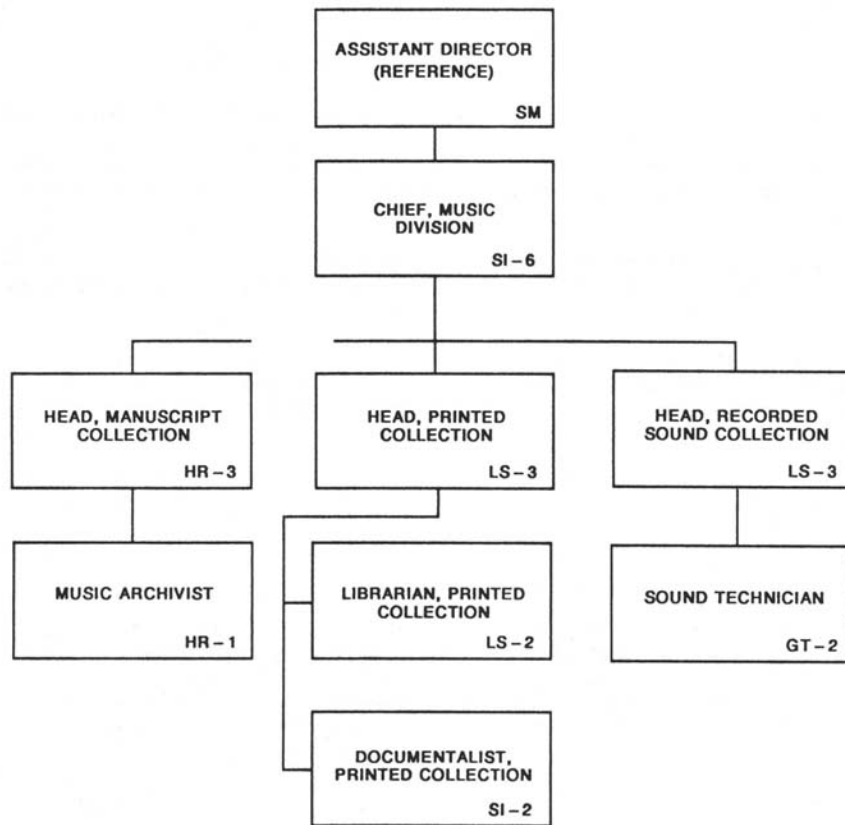
Reporting to the Chief, Music Division:

Plans, organizes and directs the activities of the Printed Collection Section including: implementing the policies established for developing the printed collection; establishing systems for processing and retrieving printed music materials; establishing guidelines for accessing the collection; determining resource requirements, selecting, training, supervising and appraising staff; providing technical advice and guidance.

Provides reference, interlibrary loan and reprography services in order to ensure that research reference and information services pertaining to the printed music collection are available to clients and other libraries in the fields of music bibliography.

Manages the development and maintenance of the Printed Collection which includes determining present and future space requirements; developing preservation guidelines for deacidification, binding, restoration and microfilming and implementing procedures for security; coordinating the work with other areas of the library and cooperating with other libraries and national or international institutions.

	Degree/
Specifications	Points

Knowledge   3 / 180

The work requires an in-depth knowledge of library and information science principles, techniques and practices and a good knowledge of the field of music. Also required is a good knowledge of the library applications of modern computer technology to functions such as acquisitions, cataloguing, and printed collection control. There is a requirement for a knowledge of branch objectives, policies, plans, systems and procedures as well as a general knowledge of the policies, structures and functions of the other areas of the National Library.

Professional Responsibility   2 / 163

The work requires judgment and discretion in planning and organizing the work of the Section in order to maintain effective control of the Printed Collection. Initiative and judgment are required in participating in the development and implementation of manual and automated systems, recommending changes in acquisition and cataloguing policies pertaining to the Printed Collection, such as determining present and future requirements for the collection as well as developing preservation guidelines.

Management Responsibility   2 / 140

The work requires planning and organizing the work of professional and support staff and coordinating the work of the section with that of other units. The staff must be trained in the practices used for developing and maintaining the Printed Collection and assigned to appropriate activities. There is also a requirement to participate in the planning and implementation of manual and automated procedures affecting the handling of the Printed Collection.

ORGANIZATION CHART

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                    ┌─────────────────────┐
                    │ ASSISTANT DIRECTOR  │
                    │    (REFERENCE)      │
                    │                 SM  │
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                    ┌─────────────────────┐
                    │   CHIEF, MUSIC      │
                    │    DIVISION         │
                    │              SI – 6 │
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┌─────────────────┐ ┌─────────────────┐ ┌─────────────────────┐
│ HEAD, MANUSCRIPT│ │  HEAD, PRINTED  │ │  HEAD, RECORDED     │
│   COLLECTION    │ │   COLLECTION    │ │  SOUND COLLECTION   │
│         HR – 3  │ │         LS – 3  │ │            LS – 3   │
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        │                   │                     │
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│ MUSIC ARCHIVIST │ │LIBRARIAN, PRINTED│ │  SOUND TECHNICIAN   │
│                 │ │   COLLECTION     │ │                     │
│         HR – 1  │ │         LS – 2  │ │            GT – 2   │
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                    ┌─────────────────┐
                    │  DOCUMENTALIST, │
                    │PRINTED COLLECTION│
                    │         SI – 2  │
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BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 13   Level: 4

Descriptive Title: Network Officer   Point Rating: 576

Reporting to the Assistant Director, Network Development:

Conducts research on telecommunications and information technology, in particular on Open Systems Interconnection (OSI) applications; makes recommendations on the utility of this technology for library applications in a cooperative networking environment; and participates in overall National Library network planning and policy development.

Administers development, under contract, of library applications; organizes and coordinates pilot projects composed of participants from the Canadian library and information community to test them; revises the applications on the basis of pilot project findings; and prepares them for the standards process, leading to their acceptance as national/international standards.

Develops and maintains communication with libraries and information service providers and with professional associations in the library and information science field; and prepares reports and articles for National Library management and committees and for publication in professional journals.

Specifications	Degree/ Points

Knowledge   3 / 180

The work requires an in-depth knowledge of principles, methods and innovations in library and information science, in particular in the areas of OSI concepts and applications, telecommunications and information technology and standards as relevant for the provision of library services in a cooperative, networking environment. Also required is a good knowledge of the Canadian library and information community: what services are provided, how they are provided, current cooperative activities and networking initiatives; overall library funding with its federal, provincial and local components, and Canadian library legislation.

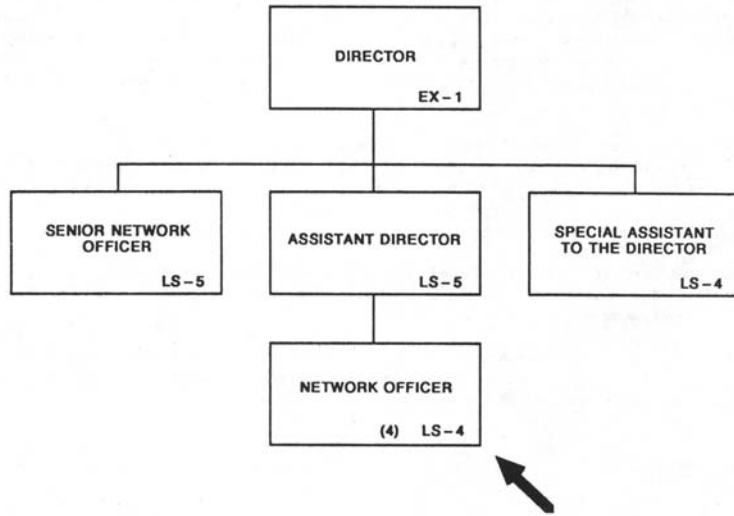### Professional Responsibility   3 / 256

The work requires judgment in assessing the utility of OSI, telecommunications and information technology developments and standards for the provision of library services, skill in analyzing their potential usefulness for library applications, and in developing specifications that will permit development of these applications. The work also requires judgment in conducting pilot projects, testing the application developed and assessing the impact of these applications on library information services, and recommending new and/or revised policies and services for the National Library and other network participants. Judgment and discretion are exercised in eliciting information and exchanging views with a variety of professional contacts, and in the analysis and evaluation of information and data received. The work involves providing professional and technical guidance to the National Library and the Canadian library and information community on the implementation of these applications and on their incorporation into library services/system development.

Degree
Points

Management Responsibility   2 / 140

The work requires the formulation and administration of development contracts including
selecting contractors, coordinating their work, reviewing the work on completion and
recommending payment of fees as well as organizing and conducting pilot projects. There
is also a requirement to develop implementation strategies and participate in network
planning and policy development. Recommendations made have a significant effect on
library services and resources.

ORGANIZATION CHART

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                    │      DIRECTOR        │
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                    │            EX – 1    │
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┌─────────────────┐  ┌─────────────────┐  ┌─────────────────────┐
│ SENIOR NETWORK  │  │ ASSISTANT DIRECTOR│  │ SPECIAL ASSISTANT   │
│    OFFICER      │  │                  │  │ TO THE DIRECTOR     │
│          LS – 5 │  │          LS – 5  │  │              LS – 4 │
└─────────────────┘  └────────┬─────────┘  └─────────────────────┘
                     ┌─────────────────┐
                     │ NETWORK OFFICER │
                     │                 │
                     │    (4)   LS – 4 │
                     └─────────────────┘
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BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 14   Level: 4

Descriptive Title: Manager, Reader Services   Point Rating: 646

Reporting to the Director, Library Services Branch:

Plans, organizes and directs the provision of reader services for a departmental library including determining client requirements; designing, implementing and expanding services in a scientific environment utilizing computerized information retrieval services; developing and implementing policies, directives and procedures; developing performance indicators, evaluating services provided and correcting deficiencies; determining resource requirements, delegating responsibility to subordinates and providing professional and technical advice and guidance as well as administering the division budget.

Develops and implements the collection development program in order to respond to the current and future information requirements of the scientific, professional, technical and administrative staff. Evaluates and adjusts collection priorities as necessary; establishes guidelines and procedures for the selection and removal of library materials; initiates the acquisition of material and provides advice and guidance on collection policies.

Plans, organizes and implements on-line retrieval services and bibliographic current awareness services through a variety of systems which will utilize the latest technological developments and are most appropriate to meet specific user requirements.

Coordinates activities with functions of other organizational units; participates in the development of library policies, programs and services; prepares a variety of planning documents and evaluates the effectiveness and timeliness of the services provided.

	Degree/ Points
Specifications	
Knowledge	3 / 180

The work requires an in-depth knowledge and understanding of library and information science as well as the policies and procedures relevant to the provision of library services in a scientific and technical environment. There is also a requirement for a knowledge of the departmental programs in order to assess the specific client requirements as well as current developments and developments in progress in the acquisition of data bases and information storage and retrieval systems. The work requires a knowledge of administrative practices and procedures pertaining to the determination of resource requirements and control of funds and other resources.

Degree/
Points

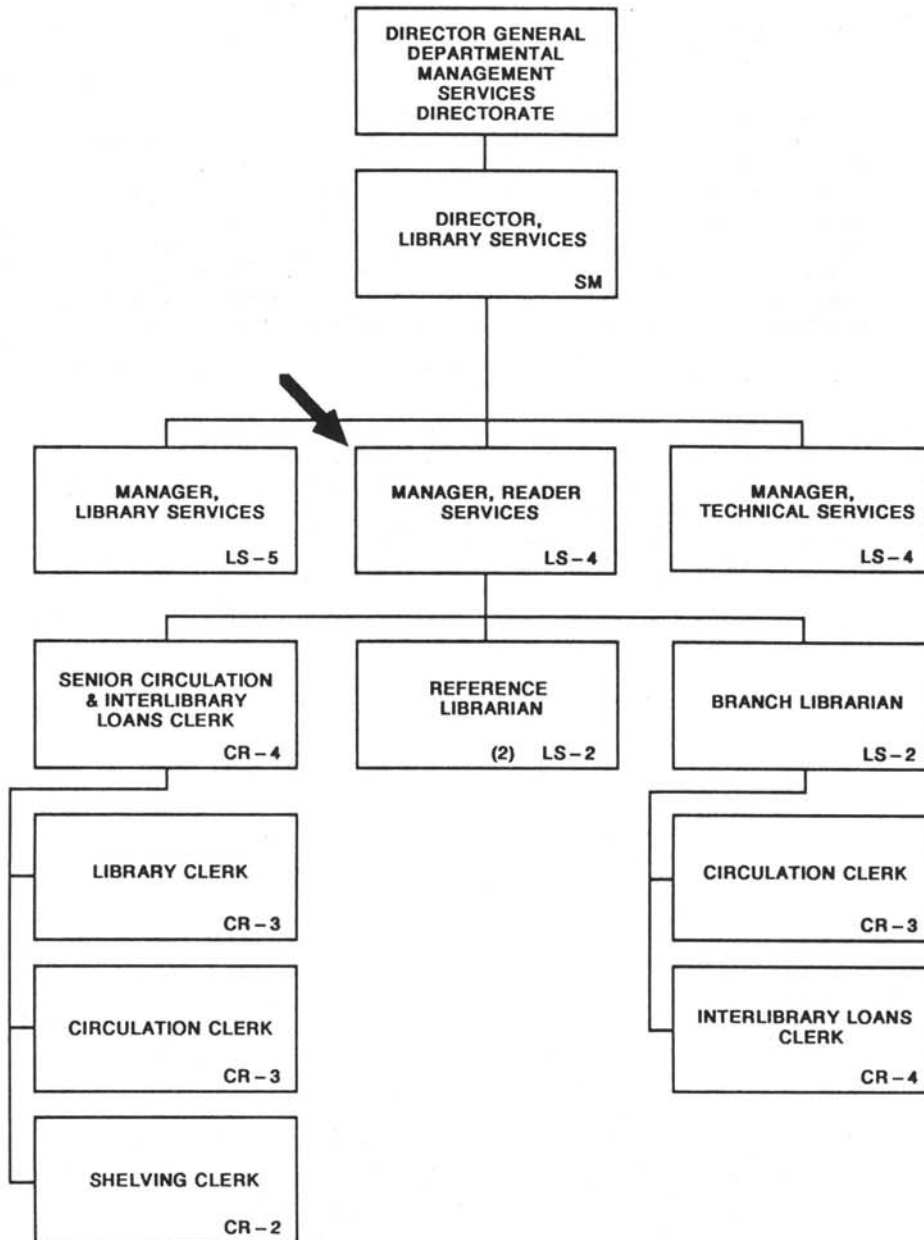## Professional Responsibility

3 / 256

The work requires the planning, organization and direction of the reader services and collection development programs of the department in the National Capital Region including developing methods of expanding information services, liaising with technical services and analyzing statistics and other reports in order to resolve problems with current services. Judgment is exercised in evaluating and adjusting services to respond to current and future requirements of scientific, professional, technical and administrative staff. Recommendations are made with respect to the development of library policies; the obtaining of contracts with vendors marketing relevant data bases; the special subject data base needs of clients as well as the improvements required to ensure the effectiveness and timeliness of the services provided by the Division.

Management Responsibility

3 / 210

The work requires the management of the Reader Services Division of the departmental library employing professional and support staff which includes establishing goals and priorities for the Division; coordinating the work of reader services with that of other areas of the library; analyzing work methods and procedures; determining the divisional budget and resource requirements; allocating budgets to the various activities and assessing the quality and output of services.

ORGANIZATION CHART

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                        ┌─────────────────────┐
                        │  DIRECTOR GENERAL   │
                        │    DEPARTMENTAL     │
                        │     MANAGEMENT      │
                        │      SERVICES       │
                        │    DIRECTORATE      │
                        └─────────────────────┘
                                  │
                        ┌─────────────────────┐
                        │     DIRECTOR,       │
                        │  LIBRARY SERVICES   │
                        │                     │
                        │                 SM  │
                        └─────────────────────┘
                                  │
       ┌──────────────────────────┼──────────────────────────┐
┌──────────────┐          ┌──────────────┐          ┌──────────────┐
│   MANAGER,   │          │ MANAGER, READER│        │   MANAGER,   │
│LIBRARY SERVICES│        │   SERVICES   │          │TECHNICAL SERVICES│
│              │          │              │          │              │
│        LS─5  │          │        LS─4  │          │        LS─4  │
└──────────────┘          └──────────────┘          └──────────────┘
                                  │
       ┌──────────────────────────┼──────────────────────────┐
┌──────────────────┐      ┌──────────────┐          ┌──────────────┐
│SENIOR CIRCULATION│      │  REFERENCE   │          │BRANCH LIBRARIAN│
│  & INTERLIBRARY  │      │  LIBRARIAN   │          │              │
│   LOANS CLERK    │      │              │          │              │
│            CR─4  │      │  (2)   LS─2  │          │        LS─2  │
└──────────────────┘      └──────────────┘          └──────────────┘
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MANAGER, LIBRARY SERVICES   LS – 5

MANAGER, READER SERVICES   LS – 4

MANAGER, TECHNICAL SERVICES   LS – 4

SENIOR CIRCULATION & INTERLIBRARY LOANS CLERK   CR – 4

REFERENCE LIBRARIAN   (2) LS – 2

BRANCH LIBRARIAN   LS – 2

LIBRARY CLERK   CR – 3

CIRCULATION CLERK   CR – 3

SHELVING CLERK   CR – 2

CIRCULATION CLERK   CR – 3

INTERLIBRARY LOANS CLERK   CR – 4

Bench-mark Position Number: 15

Level: 4

Position Title: Manager, Technical Services

Point Rating: 646

Reporting to the Director, Library Services Branch:

Plans, organizes and directs the provision of acquisitions and cataloguing services for a departmental library, including provision of service to branches and regional libraries; developing and implementing policy, directives and procedures; administering the division's system budget; monitoring workflow; developing performance indicators; evaluating services provided and correcting deficiencies; determining resource requirements, delegating responsibility to subordinates and providing professional and technical advice.

Develops and manages the acquisitions program of the departmental library in the National Capital Region, including administering the library's acquisitions budget; devising efficient ordering, receiving and invoice control procedures; authorizing purchase orders or invoices for library material; instituting pre-order and pre-catalogue searching; providing to the department a centralized acquisitions service for bibliographic material.

Develops and manages the cataloguing operation of the departmental library in the National Capital Region, including setting and maintaining standards for cataloguing, classification, subject analysis, coding and input of information into a shared cataloguing system; planning for and implementing an integrated library management system; providing a centralized automated cataloguing system that gives access to material in the library collections of the department.

Coordinates activities with functions of other organizational units; participates in the development of library policies, programs and services; prepares a variety of planning documents and evaluates of the effectiveness and timeliness of the services provided.

Specifications	Degree/ Points
Knowledge	3 / 180

The work requires an in-depth knowledge and understanding of the field of library and information science, particularly the functions of acquisitions and cataloguing. There is also a requirement for knowledge of financial and administrative practices and procedures pertaining to the control and expenditure of a budget. The work requires a good knowledge of management techniques and of integrated library systems.

Professional Responsibility   3 / 256
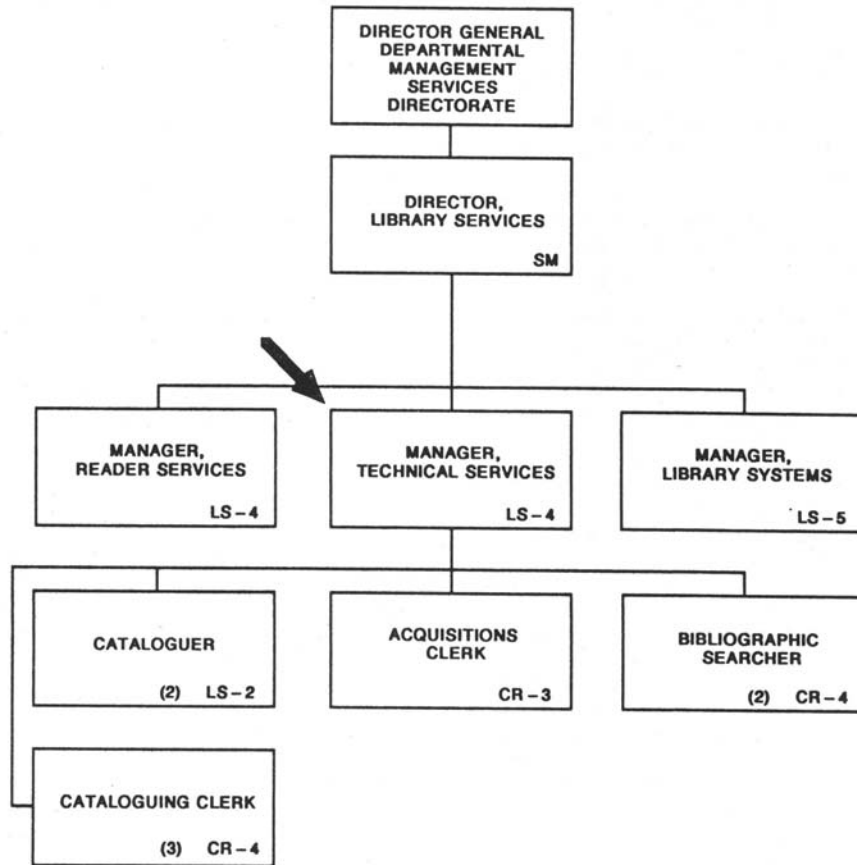
The work requires the planning, organization and direction of the technical services program of the department in the National Capital Region, comprising acquisitions and cataloguing, and including developing methods of improving services, liaising with readers services and analyzing statistics and other reports in order to resolve problems with current services. Judgment is exercised in evaluating and adjusting services to respond to current and future requirements of clients. Recommendations are made with respect to the development of library policies; the obtaining of contracts with suppliers; and the evaluation of the effectiveness and timeliness of the services provided.

Degree/
Points

Management Responsibility   3 / 210

The work requires the management of the Technical Services Division, comprising
professional and support staff which includes selecting, training and appraising staff;
the responsibility for determining and administering the library's acquisitions budget
and the division's systems budget as well as determining personnel requirements. There
is a requirement to coordinate the work of technical services with that of other areas of
the library, to assess existing work methods and procedures and to implement changes as
required.

ORGANIZATION CHART

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                    ┌──────────────────────┐
                    │   DIRECTOR GENERAL    │
                    │     DEPARTMENTAL      │
                    │      MANAGEMENT       │
                    │       SERVICES        │
                    │     DIRECTORATE       │
                    └──────────┬───────────┘
                    ┌──────────┴───────────┐
                    │      DIRECTOR,        │
                    │   LIBRARY SERVICES    │
                    │                       │
                    │                   SM  │
                    └──────────┬───────────┘
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MANAGER, READER SERVICES	MANAGER, TECHNICAL SERVICES	MANAGER, LIBRARY SYSTEMS
LS – 4	LS – 4	LS – 5

CATALOGUER	ACQUISITIONS CLERK	BIBLIOGRAPHIC SEARCHER
(2) LS – 2	CR – 3	(2) CR – 4

CATALOGUING CLERK
(3) CR – 4

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 16   Level: 4

Descriptive Title: Chief Librarian   Point Rating: 706

Reporting to the Assistant Director, Collections and Research:

Plans, organizes and directs the library of the National Gallery which requires the development of overall policies, plans, objectives, long and short term goals, standards and procedures to provide an effective and efficient service that will respond to the research needs of the Gallery and of a national and international clientele. This includes consulting with the Library Committee of senior managers; providing functional control over two small subsidiary libraries and special office collections; determining resource requirements; preparing and managing the budget; and delegating responsibility to subordinate supervisors.

Directs the development and maintenance of a national resource collection comprising a wide variety of current and retrospective materials in the institution's specialized discipline as well as an extensive documentary of historical biographical files; organizes and directs technical services and reference and information services. Evaluates and adjusts priorities as necessary; establishes and modifies guidelines and procedures to suit clients' changing needs, resource requirements and technological advancements; authorizes the acquisition of material and provides advice and guidance to clients and staff.

	Degree/
Specifications	Points

Knowledge   4 / 240

The work requires a thorough knowledge of the administrative and professional aspects of library and information science; of library resources and services in Canada and other major western countries; of Canadian art bibliography and of the literature of art on an international scale as well as of related fields of culture, of the Canadian art scene and of the Canadian and international art museum worlds. The work also requires a good knowledge of the policies and permanent collections of the Gallery and of its aims and responsibilities in relation to specialized activities; of government administrative practices, regulations and personnel management practices.

Professional Responsibility   3 256

The work requires planning, organizing, implementing and evaluating library activities; interpreting the Gallery's policies and responsibilities in providing national reference and information services and in collecting and disseminating information about a field of specialization. There is also a requirement to modify library policy, operations and procedures in order to improve services to clients or in response to technological innovations; to advise senior management on library matters; and to resolve unusual or difficult problems referred by library users or staff.
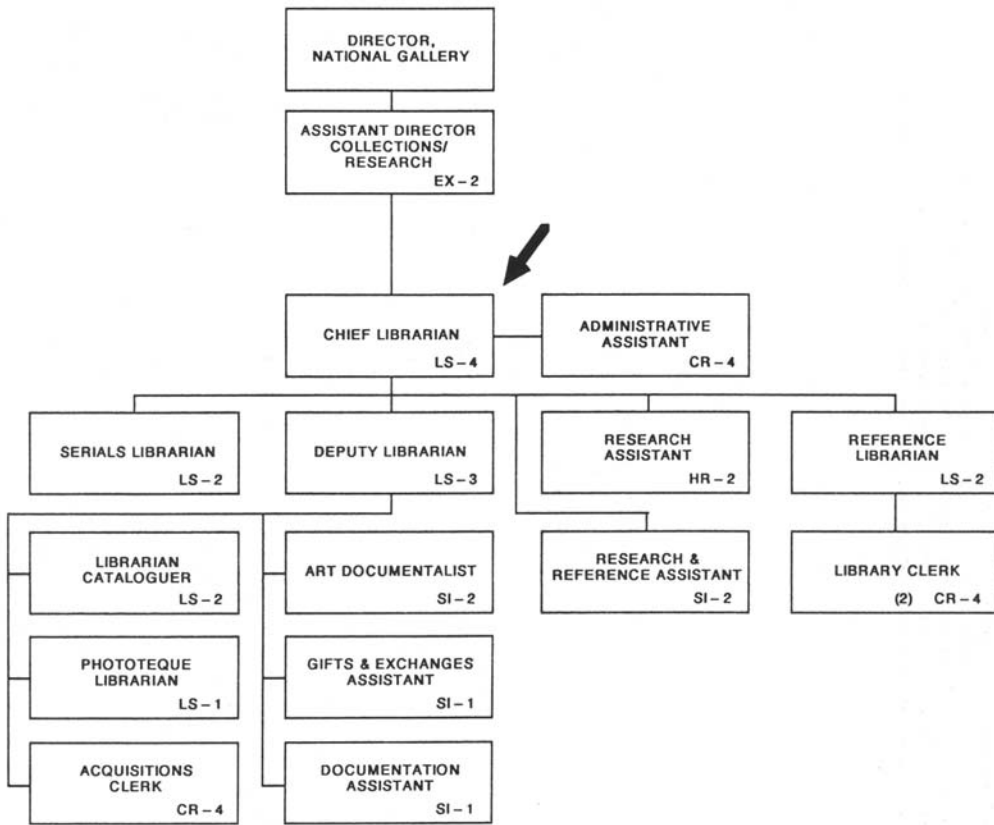
Degree/
Points

Management Responsibility   3 / 210

The work requires the management of the institution's library organized into two sections
and consisting of professional and support <> support. This includes establishing goals,
objectives and priorities for the library; preparing and administering the budget and
resource requirements; allocating funds to specific services and collections; and
coordinating their activities with other organizational units in the institution. The
work also requires the functional supervision of two subsidiary libraries and two office
collections.

ORGANIZATION CHART

16.3

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                        ┌─────────────────────┐
                        │     DIRECTOR,       │
                        │  NATIONAL GALLERY   │
                        └─────────────────────┘
                                  │
                        ┌─────────────────────┐
                        │ ASSISTANT DIRECTOR  │
                        │    COLLECTIONS/     │
                        │     RESEARCH        │
                        │            EX – 2   │
                        └─────────────────────┘
                                  │
         ┌─────────────────────┐     ┌─────────────────────┐
         │  CHIEF LIBRARIAN    │     │   ADMINISTRATIVE    │
         │            LS – 4   │     │     ASSISTANT       │
         │                     │     │            CR – 4   │
         └─────────────────────┘     └─────────────────────┘
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SERIALS LIBRARIAN LS – 2	DEPUTY LIBRARIAN LS – 3	RESEARCH ASSISTANT HR – 2	REFERENCE LIBRARIAN LS – 2
LIBRARIAN CATALOGUER LS – 2	ART DOCUMENTALIST SI – 2	RESEARCH & REFERENCE ASSISTANT SI – 2	LIBRARY CLERK (2) CR – 4
PHOTOTEQUE LIBRARIAN LS – 1	GIFTS & EXCHANGES ASSISTANT SI – 1		
ACQUISITIONS CLERK CR – 4	DOCUMENTATION ASSISTANT SI – 1		

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 17

Level: 4

Descriptive Title: Chief, Subject Analysis Division

Point Rating: 706

Reporting to the Assistant Director, Cataloguing:

Plans, organizes, directs and controls the Subject Analysis Division which includes: formulating
Division policies; determining and developing programs to achieve objectives; formulating budgets
and allocating resources; analyzing the work to be performed, establishing levels of responsibility and delegating
authority and approving procedures and policies established by section Heads; advising section heads on the
development and implementation of plans and programs and establishing standards of performance to measure and
evaluate Division activities.

Directs the subject analysis of material for inclusion in National Library on-line systems and
bibliographic products such as the national bibliography and/or the National Library collection.

Cooperates with the Canadiana Editorial Division in determining levels of treatment to be given to various categories;
coordinates the use of different subject heading systems; directs the development of new Canadian subject headings;
exchanges information with the Library of Congress on the use of the Dewey system and determines the contents and
structure of the Public Subject Catalogue.

Participates in the management of the branch by providing recommendations on the initiation of new or expanded
services and of improved management procedures; contributing to the formulation of policies.

	Degree/ Points
Specifications	
Knowledge	4 / 240

The work requires a thorough knowledge of the principles and techniques of library and
information science with particular emphasis on systems of subject analysis as well as
knowledge of library computer applications. Also required is a thorough understanding of
the aims, objectives and policies of the National Library and of administrative
principles, practices and regulations.

Professional Responsibility   3 / 256
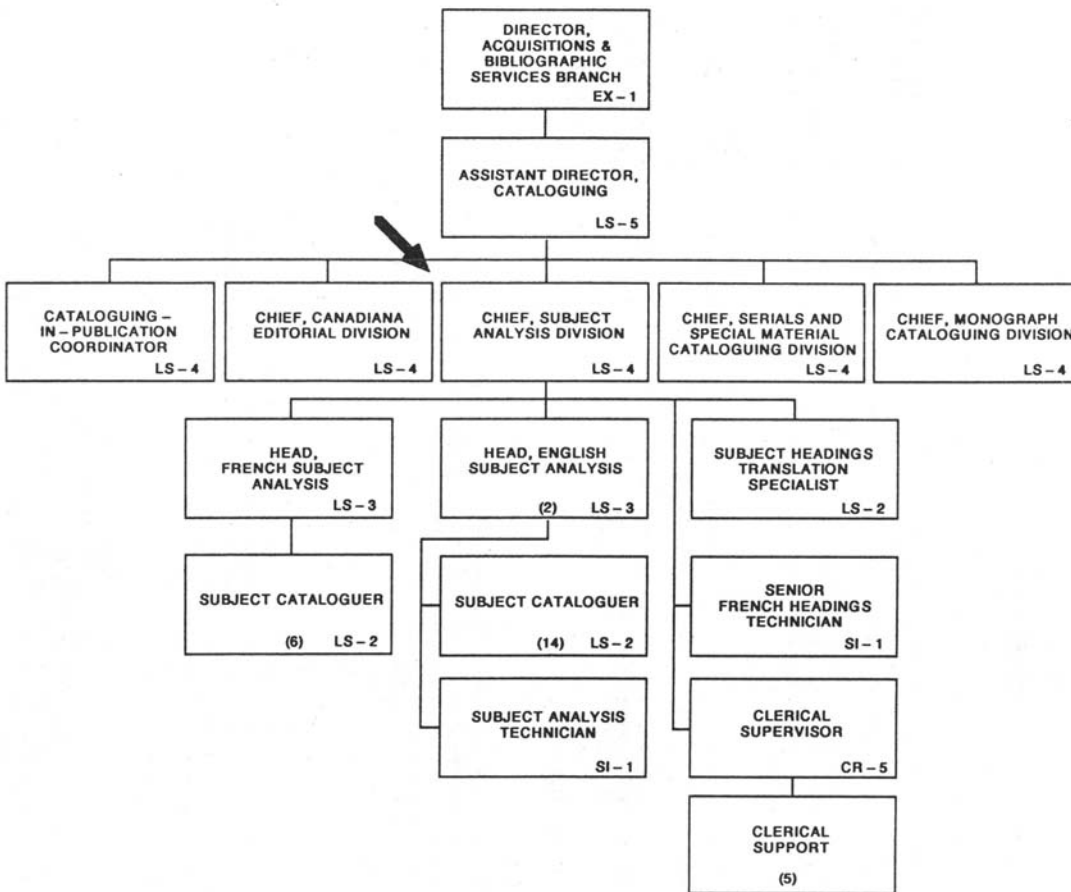
The work requires the exercise of initiative and judgment in planning and organizing the
activities of the Subject Analysis Division. Initiative is required in evaluating
existing services and work methods, managing the services provided by the Division,
developing new policies and services and improving existing services to meet changing
national and international needs in relation to aims and objectives of the National
Library.

Degree/
Points

Judgment is required in coordinating and directing the work of the section heads, advising them on all technical, professional and procedural problems relating to the activities of the Division and in planning for the development and improvement of subject access to the national bibliography and the National Library collection.

Management Responsibility   3 / **210**

The work requires the management of a Division organized into three sections and consisting of professional, technical and support staff. It requires preparing and administering a budget within the approved financial and establishment limits, including determining resource requirements and establishing work methods, procedures and performance evaluation criteria as well as selecting, training and appraising the section heads. There is also a requirement to coordinate the work of the Division with that of other Divisions and in submitting recommendations on subject analysis of material affecting policy determination for the National Library.

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                    ┌─────────────────────┐
                    │   DIRECTOR,         │
                    │   ACQUISITIONS &    │
                    │   BIBLIOGRAPHIC     │
                    │   SERVICES BRANCH   │
                    │              EX — 1 │
                    └─────────────────────┘
                              │
                    ┌─────────────────────┐
                    │  ASSISTANT DIRECTOR,│
                    │  CATALOGUING        │
                    │              LS — 5 │
                    └─────────────────────┘
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| CATALOGUING – IN – PUBLICATION COORDINATOR LS – 4 | CHIEF, CANADIANA EDITORIAL DIVISION LS – 4 | CHIEF, SUBJECT ANALYSIS DIVISION LS – 4 | CHIEF, SERIALS AND SPECIAL MATERIAL CATALOGUING DIVISION LS – 4 | CHIEF, MONOGRAPH CATALOGUING DIVISION LS – 4 |

| HEAD, FRENCH SUBJECT ANALYSIS LS – 3 | HEAD, ENGLISH SUBJECT ANALYSIS (2) LS – 3 | SUBJECT HEADINGS TRANSLATION SPECIALIST LS – 2 |

| SUBJECT CATALOGUER (6) LS – 2 | SUBJECT CATALOGUER (14) LS – 2 | SENIOR FRENCH HEADINGS TECHNICIAN SI – 1 |

| | SUBJECT ANALYSIS TECHNICIAN SI – 1 | CLERICAL SUPERVISOR CR – 5 |

| | | CLERICAL SUPPORT (5) |

ORGANIZATION CHART

17.3

Library Science
B.M.P.D. No. 17

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 18

Level:

Descriptive Title: Departmental Librarian

Point Rating: 836

Reporting to the Director, Departmental Administration:

Plans, coordinates and directs the library program for the headquarters of a large and complex department. Develops, and recommends to the departmental Library Services Policy Committee, policies, plans, objectives, long- and short-term goals and standards governing all departmental library services.

Directs collections development, technical and reader services activities in order to respond to current and future information requirements of the department. Directs the automation of library operations through a variety of systems which utilize the most recent technological developments to meet specific departmental requirements.

Manages a main library and maintains a network of branch libraries and office collections; determines resource requirements; prepares and manages the budget; evaluates and adjusts priorities; establishes guidelines and procedures; and authorizes the acquisition of material.

Provides advice to senior management on matters affecting directly or indirectly all libraries within the department; provides advice to field libraries as well as advice and guidance to clients and staff.

Specifications	Degree/ Points
Knowledge	5 / 300

The work requires a comprehensive knowledge of library and information science, including current developments of data base management and information storage and retrieval systems, as well as departmental policies and procedures which may affect the activities of the departmental library. There is also a requirement for a good knowledge and understanding of the department's complex structure, organization and programs. The work requires a broad knowledge of management theory and practice to determine resource requirements and control funds and other resources.

Professional Responsibility   3 / 256

The work requires initiative and judgment in planning and directing the departmental library which includes developing and implementing policies and procedures; and providing advice to senior management. Judgment is exercised in evaluating new services and systems and determining their applicability or degree of innovative adaptation to respond to current and future departmental requirements.

Management Responsibility   4 / 280

The work requires the direction and management of a departmental library comprising a main library and 8 branch libraries. This includes establishing goals, objectives and priorities for the library; preparing and administering the budget and resource requirements; allocating funds to specific collections and services; creating, merging or modifying branch libraries; assessing the quality and output of services.

ORGANIZATION CHART

18.2

Library Science
B.M.P.D. No. 18
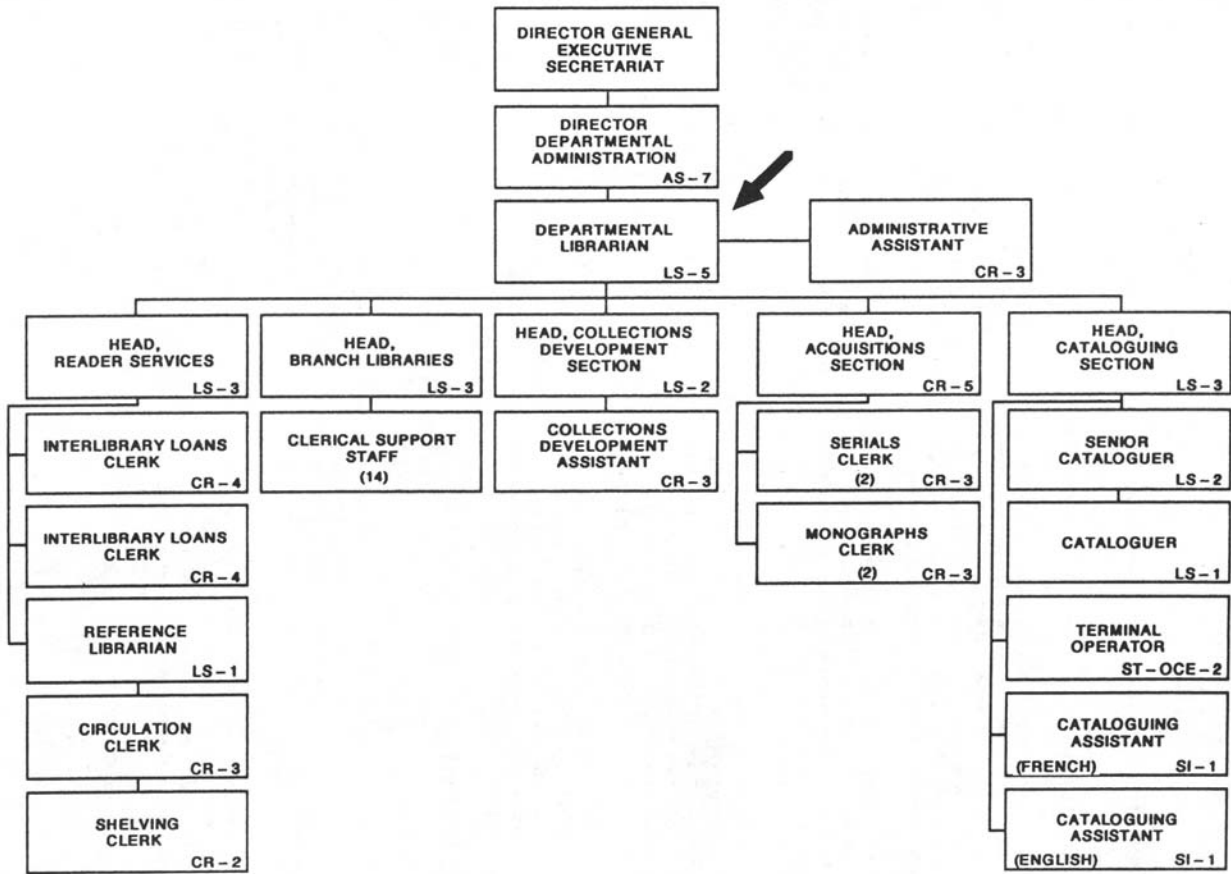
Bench-mark Position Number: 19   Level: 5

Descriptive Title: Senior Coordinator, Standards   Point Rating: 860

Reporting to the Director, Acquisitions and Bibliographic Services:

Plans and coordinates the development of library standards for use in manual and automated information processing systems, including determining the need for adaptation, revisions and changes to existing bibliographic and machine standards; determining policies and priorities; studying problems related to Canadian bibliographic standards and Machine Readable Cataloguing (MARC) formats and international cataloguing standards and international data exchange requirements in order to ensure that data bases will meet national and international practices.

Participates in the establishment and review of standards at the national and international levels; promotes the international standardization of MARC formats; coordinates the use of MARC and national and international bibliographic standards; represents the National Library on national and international committees and liaises with Canadian and foreign libraries to discuss mutual problems and promote uniform practices.

Directs the activities of the Office of Library Standards; reviews and revises objectives and responsibilities in order to comply with present and future demands for services; advises on the development and implementation of plans and programs and on problems relating to standards and formats; provides input to short term and strategic plans; reviews and assesses financial statements and progress and statistical reports; evaluates performance of staff, identifies training and development requirements and staffs positions as required.

Provides advice on standards and MARC-related policies; participates in special projects and makes recommendations that will satisfy international requirements; provides technical advice and expertise on bibliographic standards, MARC format and record implications in network planning; and assists in automation budget preparation with respect to MARC research and implementation.

	Degree/ Points
Specifications	
Knowledge	5 / 300

The work requires an extensive knowledge and understanding of the principles, theories, techniques and practices of library and information science; an excellent knowledge of library handling of bibliographic data, of national and international MARC formats, and of other electronic data processing and bibliographic standards affecting MARC formats. The work also requires a knowledge of government administrative regulations and practices as well as a good knowledge of the applications of electronic data processing as applied to library systems and of the need for cooperation on a national and international level in communications networks and data banks. Also required is an understanding of the impact of proposals put forward for international standardization and format development and a thorough knowledge of other existing national formats.

Degree
Points
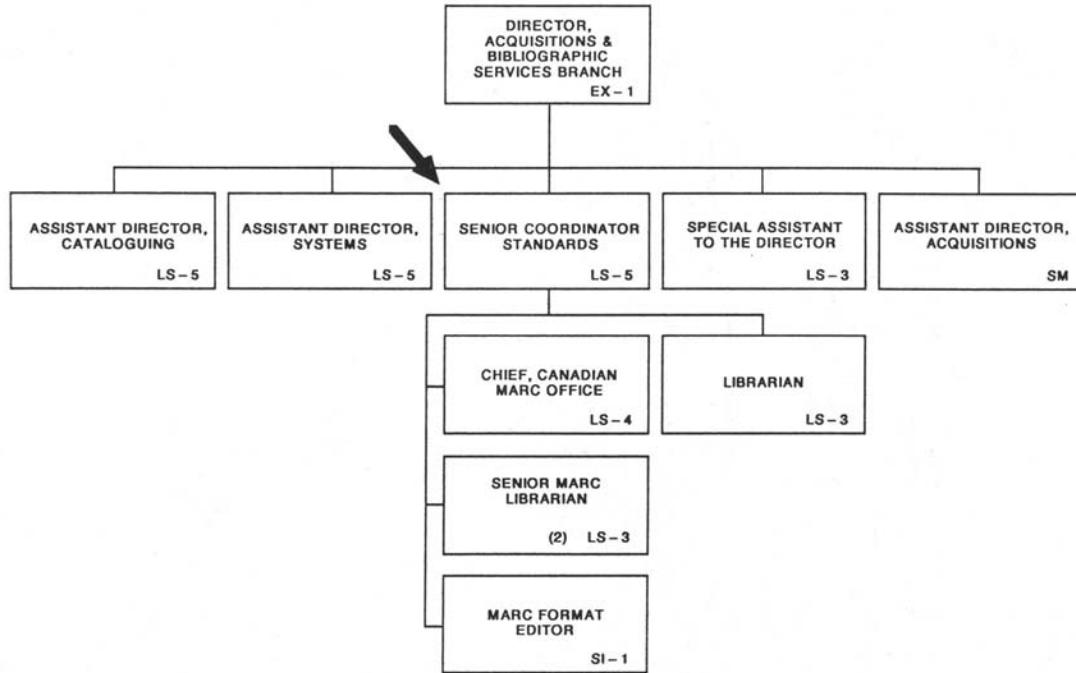
Professional Responsibility

4 / 350

The work requires the coordination, development and maintenance of policies and standards
for bibliographic records, including the structure, content designators and the data
content of records. The work also requires liaison and negotiation with other
institutions and committees to elicit a National Library and/or Canadian position on
technical issues being considered.   Judgment is required in the identification,
evaluation and solution of complex problems as well as in national and international
library negotiations concerning information systems, data banks and networks.
Recommendations are made within and outside the National Library and to inter-agency
committees at the national and international levels with respect to library standards and
formats for the exchange of bibliographic data. There is a need to provide advice on
bibliographic standards to the federal government libraries.

Management Responsibility

3 / 210

The work requires directing the development of technical innovations in electronic data
processing formats for the National Library and the Canadian library community with
international interfaces. Direction is also given to groups undertaking specific
research projects on bibliographic standards, MARC formats and data base development.
Recommendations made have major implications for the Canadian library community. The
work also requires the direction of the Office of Library Standards including the
management of human, financial and physical resources. Also required is the assessment
of the capabilities of computer technology to meet the specifications for bibliographical
services the National Library offers or plans to offer. The provision of advice on the
limits beyond which bibliographic specifications should not be compromised is also
required.

ORGANIZATION CHART

19.3

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                    ┌─────────────────────────┐
                    │ DIRECTOR,               │
                    │ ACQUISITIONS &          │
                    │ BIBLIOGRAPHIC           │
                    │ SERVICES BRANCH         │
                    │             EX – 1      │
                    └─────────────────────────┘
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ASSISTANT DIRECTOR, CATALOGUING LS – 5	ASSISTANT DIRECTOR, SYSTEMS LS – 5	SENIOR COORDINATOR STANDARDS LS – 5	SPECIAL ASSISTANT TO THE DIRECTOR LS – 3	ASSISTANT DIRECTOR, ACQUISITIONS SM

CHIEF, CANADIAN MARC OFFICE LS – 4

LIBRARIAN LS – 3

SENIOR MARC LIBRARIAN (2) LS – 3

MARC FORMAT EDITOR SI – 1