



## **Town of Sylvan Lake Library Board Temporary Library Technician (Regulatory Compliance Project)**

Reporting to the Library Assistant Director, the Temporary Library Technician will support the Sylvan Lake Municipal Library's implementation of the Alberta Libraries Amendment Regulation. This position is responsible for conducting collection reviews, updating catalogue records, assisting with policy implementation, preparing compliance documentation, and coordinating the relocation of library materials required to meet provincial regulations.

This is a project-based position requiring strong attention to detail, sound judgment, and the ability to work independently while maintaining consistency in applying established criteria and procedures.

**Schedule:** Starting September 28, 2026. This is a temporary three-month contract position. The schedule may include days, evenings, and occasional weekends as required to meet project deadlines

**Compensation:** \$30.00 per hour

### **Responsibilities**

#### *Regulatory Compliance & Collection Review*

- Review library materials containing visual content to assess compliance with Alberta Libraries Amendment Regulation requirements.
- Evaluate materials against established library policies and provincial definitions.
- Identify materials requiring further review, reclassification, relocation, or restricted-access designation.
- Apply consistent classification and documentation procedures.
- Maintain accurate records related to compliance decisions and workflows.
- Assist with preparation of reports and documentation required for regulatory compliance.

#### *Cataloguing & Collection Management*

- Update catalogue records, item classifications, and access restrictions within the integrated library system.
- Create and maintain records for restricted-access materials.
- Assist with the physical processing of materials, including relabeling and reclassification.
- Conduct collection inventory and quality-control reviews as required.
- Identify cataloguing inconsistencies and recommend corrective actions.
- Assist with collection maintenance projects related to the compliance initiative.

#### *Shelving & Materials Relocation*

- Assist in establishing and organizing a restricted-access collection area.
- Relocate, shift, and reshelve library materials as required.

- Ensure materials are accurately shelved and accessible according to established procedures.
- Assist with collection space planning and shelving organization.
- Support implementation of new workflows related to restricted-access materials.

#### *Documentation & Staff Support*

- Assist with the development of procedures, forms, and internal documentation.
- Support staff training and workflow implementation related to compliance requirements.
- Track project progress and maintain statistical records.
- Participate in meetings and project planning discussions as required.
- Perform other project-related duties as assigned.

#### **Qualifications**

- Diploma or certificate in Library and Information Technology, Library Technician Studies, or a related field preferred.
- Previous experience in a public library, academic library, school library, or information services environment preferred.
- Experience with ILS Polaris is preferred, but not required
- Knowledge of library cataloguing practices and collection management principles.
- Experience working with integrated library systems is considered an asset.
- Demonstrated ability to maintain accuracy and attention to detail when working with large volumes of information.
- Strong organizational and time-management skills.
- Ability to interpret policies, procedures, and guidelines consistently.
- Demonstrated excellence in communication and interpersonal skills.
- Ability to work independently and collaboratively within a team environment.
- Commitment to maintaining confidentiality and professional standards.
- Commitment to upholding the Canadian Federation of Library Associations' position statements on Intellectual Freedom and Diversity and Inclusion

#### **Job Requirements**

- Standard First Aid certification considered an asset.
- Ability to provide a recent Criminal Record Check.
- Proficiency with Microsoft Office applications and online information systems.
- Ability to work flexible hours as required to meet project deadlines.

#### **Physical Demands & Working Conditions**

- Lifting and pushing up to 10 kg of library materials.
- Ability to squat, kneel, bend, and raise arms above shoulders .
- Repetitive hand movement for extended periods of time.
- Standing for extended periods of time.
- Works at off-site locations, as required.