**WL W2223 Indigenous Technical Services Student Librarian**

**POSITION SUMMARY:**

X̱wi7x̱wa Library is seeking iSchool graduate students to undertake cataloguing, collection management, and acquisitions activities and projects relating to the development, organization and description of our Indigenous print, audio/visual, and digital collections.

**Duties and Responsibilities:**

X̱wi7x̱wa Library builds and maintains a curated collection of Indigenous materials. It relies on the internal enhancing of catalogue records to provide Indigenous-based access to materials in the collection. Enhancement of catalogue records includes analyzing, researching, and assembling results of this work into appropriate data fields considering the record as a whole and the options available. Enhancement may include identification of specific Indigenous languages, notable Indigenous contributors to the work, tables of contents, and other information to provide *an* Indigenous-based access to information. The duties include collection management activities such as selecting items for redirection following collection management guidelines, and assisting with the maintenance and reorganization of existing materials and their records. These duties combine routine and focused project-based activities. Building the collection will involve acquisitions duties such as searching publisher websites and online catalogues to identify resources from Indigenous authors and perspectives that support the collection policy objectives. To provide a more rounded library experience the position will be given the opportunity to provide chat reference on Ask Away and other public service activities such as developing sections of LibGuides.

**Building on their academic course work, the student librarian will:**

* develop an understanding of Indigenous knowledge description and organization
* enhance incoming materials following UBC Library cataloguing policies and X̱wi7x̱wa enhancement guidelines, including:
	+ determine and make appropriate cataloguing record enhancements
	+ identify and correct deficiencies or inaccuracies in completed catalogue records
* undertake focused projects relevant to ongoing Indigenous metadata development which might include analysis of defined sections of the X̱wi7x̱wa Thesaurus or Classification system (for example, review of Indigenous languages names and relationships) or identifying and documenting gaps and weaknesses in the X̱wi7x̱wa Classification system and in the currently-used FNHL (First Nations House of Learning) subject headings
* inventory and analyze specific collections such as the X̱wi7x̱wa Special Collection, VHS tape collection, Indigenous children’s literature collection, or donated collections
* assess existing materials in the collection to advise on appropriate relocation ranging from no change in location to withdrawal, including processing the materials and records appropriately
* monitor established publishers for new relevant publications to expand the collection
* search out, assess, and document new sources of materials as well as new materials to expand the collection of X̱wi7x̱wa unique materials
* document decisions relating to assigned projects

**Supervision Provided:**

The Head of X̱wi7x̱wa Library will supervise and mentor technical services student librarians with the Cataloguing & Acquisitions Assistant providing day-to-day supervision, training, and guidance. Central Technical Services (CTS) Librarians and staff may also provide training and input into the students’ work. Specific archival collections projects may be led by the X̱wi7x̱wa librarian overseeing the project.

**Complexity of tasks:**

Responsibilities increase according to the skills and interests demonstrated in the student’s daily work. Initial orientation and training to both the work processes and subject knowledge transitions to collegial supervision as the student librarian acquires increasingly complex levels of experience with the processes and the breadth and depth of the subject knowledge required. The work will require strong organizational and interpersonal skills and careful attention to detail. Working in a team environment, staff are always available to address questions, work through problems, and collaborate with the student librarians on developing projects which can enhance their learning experience and benefit the branch.

**Goals of Organization/Unit/Program:**

As the Indigenous branch of the UBC Library, X̱wi7x̱wa serves a diverse range of learners, researchers and instructors including Indigenous students, faculty and staff, the wider campus community, the general public and Indigenous communities.  One of the ongoing goals of X̱wi7x̱wa Library is to increase the number of iSchool graduates with competencies in Indigenous librarianship. The Indigenous Strategic Plan Action #12 is to “Support research opportunities for students to become global leaders in the advancement of Indigenous knowledge systems in health, governance, education, law, business, the sciences, the arts and Indigenous languages.” The work completed by X̱wi7x̱wa student librarians actively supports UBC's current Strategic Plan Goal #3 - "Partner with Indigenous communities on and off campus to address the legacy of colonialism and to co-develop knowledge and relationships."  This position works towards UBC's Strategic Goal #4: “Build a diverse culture that integrates our themes of innovation, collaboration and inclusion, and infuses them through all our activities.”

**Number of Openings**

Up to 2 contingent on funding

**Qualifications**

The ideal candidate is a library or dual iSchool student in the First Nations Curriculum Concentration who has completed the core courses, including basic cataloguing coursework; has related experience with RDA or Dublin core metadata and thesaurus standards; and is knowledgeable about contemporary and historical First Nations/Indigenous issues and scholarship. An awareness of library resources relevant to Indigenous interests is desirable. The ideal candidate can demonstrate an ability to pay careful attention to detail and is a self-directed and well-organized worker who is able to work in a team environment and has the confidence to ask clarifying questions routinely. They will have excellent interpersonal and IT skills.

Additional desired skills and experience include:

* Completion of LIBR 511 Cataloging and Classification
* Completion of LIBR 580 Collection Management
* Academic coursework in First Nations Studies or a related discipline and/or experience working in First Nations contexts
* Any additional library experience is an asset

**Student Learning Components (UBC Vancouver Work Learn Program)**

**Orientation & Training – occurs in multiple stages:**
In addition to the university-wide mandatory trainings, X̱wi7x̱wa Librarians will provide orientation to X̱wi7x̱wa collection development objectives, in particular the importance of the work of expanding Indigenous knowledge in an academic setting and the complexity of doing so. The Cataloguing and Acquisitions Assistant will provide thorough training on branch specific practices regarding enhancement of records, in particular, approaches to identifying needed enhancements and possible solutions, as well as how to identify problems with existing records and items. Training will also include orientation to acquisitions and collections management policies and processes, including research and search strategies. Librarians in Central Technical Services will provide context for the branch specific activities.

**Feedback, Ongoing Support & Reflection:**
Student Librarians have opportunities for ongoing consultation and project supervision with the X̱wi7x̱wa team. Most projects will require the ability to evaluate materials and work independently but staff will be available to address questions or problems that arise. Student librarians are encouraged to learn by asking questions as solutions begin to involve increasingly missing information. Project report writing and project meetings provide the opportunity for reflection and development of problem-solving skills. Formal meetings are scheduled at the end of each term to discuss performance and learning progress. Student librarians provide a brief monthly summary of their activities for the supervisor’s monthly report and as a record for both the student and the unit to use for resumes and recommendation letters.

**Mentorship, Encouragement, Support & Networking Opportunities:**
The Head of X̱wi7x̱wa will mentor Student Librarians. The Collections and Acquisitions Assistant will meet weekly with Student Librarians, if necessary, to discuss progress and to ensure that any unresolved problems or information that needs to be shared which has arisen during the week are covered. Regularly scheduled student librarian meetings encourage peer networking, mutual support, and collaborative problem-solving opportunities within the branch. Student Librarians are encouraged to attend workshops, lectures, conferences, and events with X̱wi7x̱wa staff or on their own to enhance their understanding of library and Indigenous topics and to provide opportunities to network with a variety of library, academic and community people and organizations. Some funds are available to finance training. Students are encouraged to contact staff in other branches when appropriate, which provides additional networking opportunities and develops a level of comfort interacting with all levels of the Library. Students are encouraged to broaden their experiences, particularly in participating in public services activities, in the branch or through AskAway, to provide a more well-rounded professional profile for future employment.

**Personal, Professional & Academic Development:**
The comprehensive training provides experience applying classroom learning (from their information studies professional program) in a workplace environment. The position offers hard-to-obtain technical services work experience in an interdisciplinary academic library with a strong sensitivity to diversity and equity issues. Personal commitment to diversity and inclusion with particular emphasis on anti-racism and social justice values is fostered in an atmosphere of openness to learning from one another on how to improve and strengthen our perspectives and knowledge.

The position gives the opportunity to work with X̱wi7x̱wa and other UBC Library librarians as well as support staff in this full-service small branch with a diverse clientele and collections (e.g., special collections, archives, digital collections, circulating collections). Projects provide opportunities to develop small project management skills.

Experience is acquired in working with complex Integrated Library System modules (Voyager); in traditional and alternative cataloguing, collection management, and acquisitions practices; in metadata for scholarly and community research; in effective use of a large research library catalogue and databases; and in research skills, shaped by Indigenous approaches to information organization. Students are encouraged to blend their work with their course work in the iSchool to support student learning and to build tangible skills beneficial to their career paths and interests and to enrich the unit with their learning.