

Library Technician – Short-Term Contract (Freelance or Co-op)

Location: Ottawa, ON (Hybrid or On-site)

Organization: Jewish Youth Library of Ottawa

Contact: Meira Dacxhevski, Program Manager – 613-868-9109

The **Jewish Youth Library of Ottawa** is preparing to reopen its doors and is seeking a **Library Technician** to support the cataloguing of our collection of approximately **14,000 books** using the **Libib** system.

We are currently preparing a grant application and are looking to gather interest and availability for either a **6-month** or **1-year** project timeline.

Responsibilities:

- Cataloguing books using the Libib system
- Organizing and labeling physical materials
- Ensuring metadata accuracy and consistency
- Collaborating with staff to prioritize and track progress

Qualifications:

- Diploma or degree in Library and Information Technician or related field
- Experience with cataloguing systems (Libib experience is an asset)
- Strong attention to detail and organizational skills
- Ability to work independently and meet project milestones

Ideal for:

- Recent graduates or co-op students in Library and Information Studies
- Freelance library technicians seeking short-term projects
- Professionals looking to contribute to a meaningful community initiative

Project Duration:

- Flexible: 6-month or 1-year options available
- Part-time or full-time hours negotiable

If you or someone you know is interested, please reach out to:

Meira Dacxhevski

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