I. DEPARTMENT: Technical Services, University Libraries

II. POSITION: Assistant/Associate Professor
                 Internal Title: Metadata & Catalog Librarian,

III. CLASSIFICATION: Faculty

IV. NAME OF INCUMBENT: Vacant   V.   POSITION NO.: 1874

VI. JOB PURPOSE:

This non-tenure track, full time faculty position is assigned to the Technical Services Department and functions as part of the team of faculty and staff who receive, process, and prepare for use, the resources acquired by, or accessible to, the University Libraries' and its constituencies. His/her primary responsibilities include: 1) completing assigned metadata and cataloging workload in a timely and accurate manner; 2) assisting with the planning and decision making related to the work of the department; 3) maintaining knowledge of current national cataloging and metadata standards, issues, and trends as well as of the libraries' integrated library system and applying them in his/her work; may supervise the work of library assistants or student employees.

The incumbent's efforts directly support user access to resources owned by the University Libraries as well as digital resources to which the University Libraries has access rights. In this dynamic library environment, the specific duties and assignments are subject to revision to meet changes in programmatic and technological advances.

As a member of the University Libraries' faculty, the Metadata & Catalog Librarian participates in the University Libraries' collection development program, serves as subject liaison to assigned departments, and may participate in the Libraries' user instruction program. Along with the Department Head and other faculty in the department, he/she participates in planning and implementing strategic directions for the Technical Services Department.

VII. DUTIES AND RESPONSIBILITIES:
   A. Assumes responsibilities as a faculty librarian in one of the departments of the University Libraries.
       1. Performs original and complex adaptive cataloging for monographs, serials and other formats for a variety of subjects and languages. Revises cataloging records for resources when needed.

     a. Accurately describes and catalogs resources using relevant and appropriate standards and practices.
     b. Leverages appropriate technologies to create, derive, import, and export bibliographic data among various library systems.
     c. Does authority work as needed, creating the appropriate records in the bibliographic data base.
     d. Provides leadership in data normalization and remediation projects.
     e. Provides leadership in the identification, enrichment, and transformation of legacy records and the migration of bibliographic data between systems.
     f. In cooperation with the Digital Scholarship librarian and the Head, Special Collections consults and advises on metadata schema, naming conventions, and related technical concerns for the institutional repository and the University Libraries Digital Repository (ULDR).
     g. Evaluates material being cataloged for its appropriateness for the audience or assigned location.
     h. Maintains quality control standards in own work by checking for and correcting errors.
     i. Maintains an acceptable productivity level of items cataloged each month varying with format and complexity but typically in the range of 100 to 200 items each month.

2. Performs database maintenance when needed in the course of daily work or as a part of projects.
     a. Corrects bibliographic records as needed according to departmental and national standards.
     b. Corrects and maintains item records, including location, call number, volume or copy designations and other fields as needed.
     c. Identifies issues and patterns in the database and develops appropriate solutions for unique problems
     d. Maintains a productivity level that generates 100 corrected records on average in a given month.

3. Participates in the planning and decision making of the Cataloging Department.
     a. Participates in strategic planning for the department in support of the Libraries' mission and goals.
     b. Assists in developing, documenting, and implementing cataloging policies, procedures, and workflows.
     c. Assumes responsibility for training other metadata and catalog librarians and library assistants.
     d. In conjunction with the Head of the department and other librarians, develops, plans, and implements projects, training staff and librarians to complete the project.
     e. Actively participates in departmental and other cataloging related meetings and stays informed about the current work of the department.

      f.   Actively serves on teams and committees, contributing and assisting with the work to be accomplished.

      g.   Maintains and reports contemporaneous records on all cataloging activities, on a monthly basis or as needed by the department head.

      h.   Uses available technology, including hardware and software, to accomplish technical service tasks.

      i.   Suggests the use of new technology or process innovations to help improve the quality of the work of the department.

      j.   Serves as collection developer and library liaison for assigned academic departments.

      k.   May participate in the Libraries' user instruction program by teaching general or specialized sessions for scheduled classes.

B. Participates in faculty governance and provides input into library decision-making.

1. Participates in faculty meetings and works with colleagues to implement the agreements reached through collective decision-making.
2. Stays abreast of current trends and best practices in areas of responsibility and takes steps necessary to integrate these into the practices of the University Libraries as appropriate.
3. Serves on committees and task forces in the Libraries, on campus, and professional organizations throughout the region.
4. Participates in the Faculty Senate and other campus-wide faculty activities as opportunities present themselves.

C. Maintains and documents a program of research and continual learning that promotes his/her own professional growth and development and contributes toward the achievement of the libraries' organizational mission.

1. Conducts research in subjects and disciplines related to one or more aspects of librarianship or the broader field of information sciences.
2. Seeks grant funding to support research or experimentation in his field(s) of interest.
3. Seeks opportunities to publish ongoing work and/or research findings in professional publications and to make formal presentations at professional meetings.
4. Participates in formal and informal programs of continuing learning that will enhance professional expertise and contribute to overall effectiveness as a faculty member.
5. Maintains membership and actively participates in appropriate professional organizations.

D. Performs other duties as assigned.

1. Participates in library-wide projects and activities as needed.
2. Undertakes other tasks assigned by the Department Head and/or the Executive Director & Associate Dean, University Libraries.

VIII.   DIRECTION RECEIVED:
Reports to Head, Technical Services and/or his/her designee.

IX.   DIRECTION GIVEN:
        May supervise library assistants or students assigned to the department.

X.   JOB SPECIFICATIONS:
        This is a 12-month, full-time, exempt, non-tenure track, faculty position that requires an ALA accredited M.L.S. and appropriate, relevant library work experience including strong technical expertise. Faculty members are expected to participate in collection development, provide professional service, perform liaison activities with one or more subject discipline departments on campus, as well as conduct relevant professional research and publish their work in appropriate professional publications. A second graduate degree may be required to be eligible for promotion.

XI.   SPECIAL CONDITIONS:
        This is a full-time, permanent position requiring a minimum 37.5-hour workweek, commonly 8:00AM to 4:30PM. Workday and workweek schedules may vary and some evening and/or weekend work may be necessary. A variant schedule might be needed at times to accomplish specific projects.

XII.   REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND CHARACTERISTICS:
        A. Strong knowledge of the principles and practices of cataloging, including nationally accepted rules and standards such as RDA, AACR2R, LCSH, MARC formats and LC Classification. Knowledge of other relevant metadata standards.
        B. Familiarity with non-MARC metadata and emerging standards and developments, such as BIBFRAME, Linked Open Data, ORCID, and semantic technologies (RDF, SPARQL, Triples Stores, etc.)
        C. Experience using the OCLC Connexion and an integrated library system (Sierra preferred) to catalog diverse materials.
        D. Ability to effectively manipulate data across systems and to manage multiple interfaces.
        E. Excellent oral and written communication skills.
        F. Must have good interpersonal skills and demonstrate a commitment to service.
        G. Good attention to detail is essential, as accuracy is critical to the success of this position.
        H. Must be a self-starter and able to work independently as well as a part of a team in a collegial environment.
        I. Must be able to assume responsibility and accomplish goals with little supervision.
        J. Must be able to provide individual and group instruction or training in cataloging methods and techniques.
        K. Must be able to catalog materials carefully and quickly while producing a minimum number of errors in the work that is accomplished.
        L. Evidence of potential to maintain an ongoing program of professional involvement, development and productivity at a level that would merit tenure and promotion.

M. Ability to work effectively with a highly diverse group of faculty, staff, students, public and coworkers in a courteous and professional manner.

N. Must have good problem-solving skills and exercise sound judgment in dealing with a variety of issues.

XIII. WORKING CONDITIONS:

This is a technologically oriented academic research library where the Technical Services Department assumes responsibility for the integrity and completeness of the bibliographic database that supports user access to the vast array of resources provided by the University Libraries. Position is highly technical, requiring extensive computer-based work, but also includes interaction with the general public in person, by telephone, and/or electronically. Position requires some standing, walking and reaching to access materials to be cataloged and cataloging reference sources. Position also requires ability to lift books and other library materials that may weigh as much as 20 pounds and to push or pull wheeled book carts filled with books.

Revised August 16, 2019