Position Description

Position: Cataloging and Metadata Librarian
Supervisor: Head of Collection Resource Management
Classification: Administrative Manager, exempt, full-time year-round

Overview:
The Cataloging and Metadata Librarian has primary responsibility for ensuring the Library’s monographic resources and collections are accurately represented in WorldCat and the OCLC Knowledge Base and resources are accessible through OCLC WorldCat Local/WorldCat Discovery. The library collects materials in a wide variety of physical and online formats in a broad range of subjects, including foreign language materials. The Librarian will be expected to maintain an awareness of current cataloging and metadata standards, collaborate with other library staff, and implement solutions that ensure a user-centered approach to access. Additional responsibilities include reference service, programming and outreach, and contributing to overall management of the library. As the cataloging and metadata expert for Trexler Library, the person in this position works both independently and with a collegial staff that strives to provide excellent service.

Characteristic Duties and Responsibilities:

• Catalog monographs and other materials (including classification and physical processing) within the framework of the WorldShare Management Services system
• Train and supervise student workers to assist with physical processing and other duties as assigned
• Manage cataloging and access to Trexler Library’s online monographic resources (primarily ebooks) using OCLC’s Knowledge Base
• Troubleshoot questions about access points or other catalog-data discovery issues
• Manage quality control and maintenance of records and access points for all monographic records and collections
• Maintain documentation for metadata and cataloging standards and practices used by Trexler Library
• Provide guidance and training for library staff who have bibliographic records maintenance responsibilities
• Provide weekly reference and/or lending desk coverage to gain a better understanding of the end-user experience
• Participate in library programming and outreach activities; take initiative in developing and leading programs
• Contribute to library long-range planning and providing leadership in identifying metadata and cataloging needs and developing strategic direction
• Perform other duties as assigned.
Qualifications:

- ALA-accredited master’s degree in library science
- At least two years of professional experience cataloging book and non-book materials in MARC format using AACR2; experience cataloging with RDA
- Experience managing resources using an integrated library system
- Knowledge of how to process monographic, serial and electronic library resources
- Ability to plan, manage, and oversee multiple projects and prioritize workload
- Must be knowledgeable about MARC formats, DDC, LCSH and authority control; have a working knowledge of Dublin Core or other metadata standards; demonstrated familiarity with BIBFRAME, linked data, and schema.org
- Experience working with Excel and files in KBART format preferred
- Demonstrated ability to work independently, collaboratively, and in teams
- A strong public service orientation

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