Cataloging and Metadata Librarian

University of Massachusetts Dartmouth, Dartmouth, Massachusetts

Salary: Starting at $55,330

Status: Full-time

Posted: 03/14/14

Deadline:

Cataloging and Metadata Librarian

University of Massachusetts Dartmouth

The University of Massachusetts Dartmouth Library is seeking an enthusiastic and creative individual to focus on the creation, maintenance, and enrichment of metadata representing the library’s digital, physical, and virtual collections. The Cataloging and Metadata Librarian manages the ongoing work of the Cataloging Department and is responsible for the cataloging of materials in all formats, including print and digital resources. The Librarian will work closely with colleagues to evaluate and document policies, procedures and workflows for cataloging, database maintenance and non-MARC metadata creation within the library. In addition, he/she will collaborate with Systems & Digital Services, Archives & Special Collections and other departments to help establish metadata policies and procedures for digital projects. He/she will serve as a forward-thinking leader within and beyond Library Technical Services on matters of resource description and metadata management. For the complete position description please go to [www.umassd.edu/hr](http://www.umassd.edu/hr).

Minimum Starting Salary: $55,330

Minimum Qualifications: Master’s degree in Library/Information Science from an ALA-accredited institution of higher education or equivalent; academic library cataloging experience and metadata creation of material in all formats, including electronic/digital resources; experience using cataloging standards and tools such as AACR2/RDA, MARC, LCC, LCSH, MARC21 and OCLC Connexion; Experience in creating and editing non-MARC metadata using standards and schema such as Dublin Core, EAD, etc.; experience with integrated library systems or unified resource management systems, and online bibliographic utilities; working knowledge of cataloging standards and tools including AACR2/RDA, LCC, LCSH, MARC21, FRBR, OCLC WorldCat, and OCLC Connexion; knowledge of one or more non-MARC metadata schemes such as Dublin Core, EAD, METS, MODS, etc; strong problem solving skills; proven capability for managing a variety of tasks and multiple priorities; ability to work collaboratively and independently in a team environment; demonstrated initiative and proven ability to learn new technologies and adapt to changes in the profession; proficiency with Microsoft Office applications (especially MS Excel); proven ability and willingness to share expertise with colleagues; Strong service orientation and awareness of end user needs as related to cataloging policies and procedures; Excellent oral, written, and interpersonal communication.

Preferred Qualifications: Experience with metadata issues related to the discovery of academic resources with next-generation discovery platforms and other web-based search engines;experience planning and implementing metadata schema for digital collections; demonstrated effective supervisory or leadership experience.

To apply please submit online a letter of interest, current resume and the contact information for up to three references at [www.umassd.edu/hr/employmentopportunities/](http://www.umassd.edu/hr/employmentopportunities/).

The University of Massachusetts Dartmouth reserves the right to conduct background checks on potential employees. UMass Dartmouth is an Affirmative Action, Equal Opportunity, Title IX Employer.