

## Position Descriptions

**University of Alberta Library  
Librarian Position Description**

**I.POSITION INFORMATION**

**INCUMBENT:** Susan Dahl

**DATE:** 3 May 2002

**POSITION:** Metadata and Cataloguing Librarian

**ADMINISTRATIVE UNIT (including work unit):** Bibliographic Services

**SUPERVISOR:** Coordinator, Bibliographic Services

**II.GENERAL STATEMENT OF RESPONSIBILITY**

**(I) PRIMARY JOB FUNCTION (one sentence)**

Using established and emerging methods, provides cataloguing services to facilitate intellectual access to the Library's collections, with an emphasis on digital materials.

**(ii) NATURE AND SCOPE OF RESPONSIBILITY**

Working in team environments and under the general direction of the Coordinator, Bibliographic Services, this position evaluates and applies established (AACR, MARC, LC classification, etc.) and emerging (DC, TEI, EAD, etc.) metadata schemes. The position provides expertise and leadership in policy development relating to metadata for electronic resources including external and locally developed digital collections. May have responsibility for providing reference services or collection management/liaison services. In these capacities the position is responsible for carrying out assignments, determining methods of accomplishment and timeframes; interpreting existing policy and contributing to policy development.

**III.WORKING RELATIONSHIPS AND COMMUNICATIONS**

**(i) INTERNAL**

Within Bibliographic Services, works closely with supervisory and cataloguing staff. As part of a digital library initiatives team, works with the System Coordinator for Digital Projects, the Web Development Librarian, the Electronic Access Coordinator and the Digital Initiatives Technology Librarian. Contacts involve consultation on problems, presenting suggestions or recommendations, obtaining cooperation and/or approval of action at the unit level.

**(ii) EXTERNAL**

Contacts with librarians at other institutions and with vendor staff involving consulting on problems, gathering of information, presenting suggestions or recommendations. Contacts are required to coordinate projects between the library and other institutions and involve circumstances which may result in loss of goodwill or prestige.

**IV.COMMITTEES AND PROFESSIONAL INVOLVEMENT**

**(committee responsibilities REQUIRED by the position and the position held on each committee)**

Member of the Acquisitions and Cataloguing Team (ACT), the Interfaces Team and the Digital Initiatives Working Group.

Participation in service to the general public and to the profession is required by the position.

**V. SPECIFIC RESPONSIBILITIES**

**(five to seven statements which describe what your position is intended to accomplish and the duties involved)**

- Catalogue and classify materials in various formats using both traditional (AACR, LCSH, LC classification, MARC21) and emerging schemes
- Monitor developments in metadata standards and supporting technologies such as Dublin Core, CORC, MARC, AACR, EAD, TEI, XML, RDF, persistent identifiers for networked resources, and integration/linkages among various resources and access systems
- Analyse, design, implement, and evaluate metadata schemes for various types of electronic resources including library digitization projects
- Evaluate and select or design tools to support metadata creation, harvesting and migration
- Act as a system-wide resource and provide staff training and awareness relating to creation and use of catalogue records and other metadata
- Develop and apply performance measures for the effectiveness of metadata in meeting user needs
- Liaise with consortial partners and other campus groups, and collaborate with them on projects. Participate when appropriate in regional, national and international initiatives to promote shared development and use of metadata and its standards and practices.

**SIGNED:**

**INCUMBENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SUPERVISOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ADMINISTRATIVE LIBRARIAN:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**BOSTON COLLEGE**  
**Role Description****Digital Resources Cataloger****O'Neill Library, Cataloging****Role Summary**

Ensures that the descriptive metadata for O'Neill Libraries' physical and digital collections, whether created in-house or obtained from other sources, adheres to recognized standards. Works closely with staff in Cataloging, Systems, and Public Services in planning and implementing digital initiatives, including but not limited to eScholarship@BC, Electronic Theses and Dissertations (ETDs), and DigiTool projects. Investigates and applies new approaches to description, subject analysis, and classification in the digital environment. Serves as a cataloging/descriptive metadata resource to all members of the department as well as to staff in special libraries (ERC, Burns). Reviews vendor supplied MARC records for print and electronic collections. Provides management support to the Head of Cataloging. Shares responsibility for designing projects for weekly project meetings, including documentation, support, and evaluation. Identifies opportunities for database cleanup. Catalogs English and foreign language materials; print, electronic and digital reproductions; and sound recordings. Reviews original work of catalogers and copy catalogers for quality control. Resolves complex problems from copy catalogers and catalogers. Provides direct supervision to one copy cataloging position. Serves on Indexing working group to ensure the functionality of indexing in Aleph.

**Scope**

- Provides leadership and guidance in the creation of descriptive metadata and the selection of metadata schema for digital initiatives.
- Develops and coordinates strategies for organizing and providing access to digital information.
- Serves as a resource person for other staff concerning cataloging standards, classification, database maintenance, vendor-supplied record review and workflow issues.
- Creates original and enhances existing cataloging records in OCLC, an international database.
- Performs quality control review of the work of other professional catalogers.
- Supervises staff.
- Works with staff in other departments regularly, including Systems, Government Documents, Preservation, Collection Development, and Reference, as well as all professional catalogers in the University Libraries.
- Responsible for department wide implementation and application of national and local cataloging policies, the implementation of new cataloging tools and software, and ongoing quality control within the department
- Serves as a resource to the Systems Department on indexing in Aleph.

**Functional and Technical Competencies**

- Extensive knowledge of USMARC formats (bibliographic, authorities, holdings), AACR2, OCLC, RLIN, ANSI/NISO standard interpretation and application, ISBD punctuation
- Thorough knowledge of cataloging, including metadata standards and controlled vocabularies
- Knowledge of software applications including Catalogers' Desktop, and Macro Express.
- Comprehensive knowledge of academic library operations.
- Ability to teach and provide feedback to all levels of staff.
- Ability to interpret and develop policy and apply to local practices.
- Ability to catalog materials in many languages.

**Education/Training and Certification, Licensure, Registration Requirements**

MLS from an ALA-accredited program

**Experience**

- Five years of cataloging in an academic library environment.
- Experience working in or with other technical services functions, including acquisitions and preservation.
- Substantive experience with AACR2, LCRI, LCSH, LC classification, and USMARC formats.
- Experience performing original cataloging in multiple bibliographic formats and languages, and a comprehensive understanding of copy cataloging issues.

- Experience managing workflow, in a dynamic environment.
- Experience in training, developing, and supervising staff, and the ability to instruct diverse learning styles.

Effective Date: \_\_\_\_\_

UNIVERSITY OF CALIFORNIA, DAVIS  
GENERAL LIBRARY

STATEMENT OF PRIMARY RESPONSIBILITIES

NAME: \_\_\_\_\_

DEPARTMENT: Monographs

PAYROLL TITLE: Associate Librarian

WORKING TITLE: Electronic Resources  
Librarian

NAMES & PAYROLL TITLES OF THOSE  
WHOSE WORK IS REVIEWED: N/A

REVIEW INITIATOR'S NAME AND PAYROLL TITLE: Librarian

***DESCRIPTION OF RESPONSIBILITIES ASSIGNED IN COMMON:***

Prepares original cataloging for material lacking bibliographic records; determines main and added entries, subject headings, and classification numbers; provides descriptive cataloging and other data necessary to create bibliographic records for input into OCLC, according to current standards for electronic storage and retrieval. Also evaluates and revises selected bibliographic records supplied by other libraries through national and international bibliographic databases. Follows guidelines and standards set forth in AACR2 Revised; Library of Congress Rule Interpretations, Subject Headings List, and Classification Schedules; and local policies. Maintains name and subject authority control for the Library's bibliographic database by consulting the national authority files and establishing forms and reference structures for names and subjects accordingly. Keeps current with developments and innovations in the discipline through professional reading, electronic forums, and departmental and professional meetings. Performs collateral duties and projects as required.

***DESCRIPTION OF UNIQUE RESPONSIBILITIES:***

Provides expertise and collaborates with the Digital Initiatives Librarian to define and supply appropriate access to the Library's electronic collections. Responsible for MARC cataloging records and non-MARC descriptive metadata records for electronic resources. Provides procedures for bibliographic access to electronic resources, including digital texts, digital images, digital audio, websites, and online databases. Participates in the development of strategies for the bibliographic control of digital collections, and provides leadership for coordinating current cataloging practices with developing national standards and shifting local needs.

Provides leadership for access to electronic resources and access to in-house and remote electronic resources. Collaborates with other Library units/personnel in defining and using metadata for digital library collections. Addresses issues related to topics such as standards, persistent identifiers for networked resources, record format and record contents (MARC, XML, Dublin Core, TEI, EAD, RDF, multiple versions) for digital resources, the relationship of new access mechanisms to traditional catalogs, and linkages among various access systems.

Collaborates with the Library's Digital Initiatives Librarian to provide bibliographic access to electronic content using Library standards and best practices, as they develop. Participates in digital initiatives projects (approximately 50%).

Collaborates with the Library's web development team to apply database technologies and metadata standards to the Library's web presence.

Works with the Principal Cataloger and appropriate catalog supervisors to assign resources for cataloging operations and projects.

Apprises and advises other Library personnel on all department policies and procedural changes.

Represents the Library in state and national organizations, as appropriate.

Remains current with library trends, issues, and practices, and apprises colleagues of developments.

\_\_\_\_\_  
(Signature of employee)

\_\_\_\_\_  
(Signature of Review Initiator)

\_\_\_\_\_  
(Signature of Department Head if not  
the Review Initiator)

\_\_\_\_\_  
(Date)

[http://library.case.edu/ksl/admin/jobs/head\\_bib\\_metadata\\_200701.pdf](http://library.case.edu/ksl/admin/jobs/head_bib_metadata_200701.pdf)



#### POSITION DESCRIPTION

**Title:** Head of Bibliographic/Metadata Services (Librarian Level 3)

**Department:** Kelvin Smith Library

**Management Center:** University General

**Location:** 201 Kelvin Smith Library

**Incumbent:**

**Supervisor Name and Title:** Timothy Robson, Deputy Director

#### I. POSITION OBJECTIVE

The Head of Bibliographic/Metadata Services reports to the Deputy Director of Kelvin Smith Library and is a part of the Technical Services Council which includes the Head of Bibliographic/Metadata Services, the Head of Serials, the Head of Acquisitions and the Head of Preservation. The Head of Bibliographic/Metadata Services is responsible for planning, organizing, implementing and evaluating services and procedures that enhance bibliographic access and indexing for collections and resources of Kelvin Smith Library. The Head works closely with other department heads, both in Technical Services and elsewhere in the library to facilitate effective communication and working relationships among the departments. The Head provides leadership in resource management and allocation for the department. The Head supervises department staff and establishes departmental goals in keeping with those of the Kelvin Smith Library. The Head participates in the Technical Services/Collection Development Strategic Initiatives Group to foster good working relationships and efficient operations between collection development staff and Technical Services departments. The Head also undertakes special project assignments as assigned.

#### II. ESSENTIAL FUNCTIONS

- Manages the day-to-day operations and activities of the Bibliographic/Metadata Services Department, including, but not limited to, cataloging of new materials, reclassification/recataloging, authority control, physical processing, XML markup of digital books and creation of metadata records using such standards as Dublin Core, METS, MODS, etc.
- Supervises department staff, including hiring, scheduling, training and evaluating.
- Represents the department on the Technical Services Council, the Technical Services/Collection Development Strategic Initiatives Group, KSL Department Heads and other internal library committees.
- Works closely with the Head of Digital Library Initiatives in creating metadata for digital materials in the library's digital library, *Digital Case*.
- Works closely with the Head of Acquisitions to ensure a smooth workflow of new materials through the department.
- Develops and implements plans for effective and efficient workflow through the department, as well as mechanisms for evaluating that effectiveness.
- Develops yearly budget requests for the department and oversees the operational budget of the department



Head of Bibliographic/Metadata Services (Librarian 3)

- Provides leadership in promoting opportunities for ongoing training and development for the staff of the department.
- Provides leadership in taking advantage of the use of the library's online library system and other available technologies.
- Provides leadership for external projects such as NACO, and may serve on appropriate OhioLINK committees and task forces.
- Prepares statistical and other management reports for the purposes of library administration and outside reporting agencies.
- Participates in cooperative activities with the other Case libraries.
- Plans and participates in special project assignments related to bibliographic access and control.
- Stays abreast of current trends and best practices in areas of responsibility and takes steps as necessary to integrate these into the operations of Kelvin Smith Library
- Maintains and documents a plan for ongoing professional growth and development and involvement in appropriate professional activities and organizations.

III. NON-ESSENTIAL FUNCTIONS

Participates in library-wide projects and special assignments.

IV. CONTACTS

**A. Within your department/division or management center**

Daily contact with library staff (professional, support, administrative) at all levels.

**B. Within the university**

Frequent contact with staff at other Case libraries; occasional contact with faculty and outside users of the library.

**C. External to university**

Occasional contact with OhioLINK staff and vendors.

**D. Students**

Supervision of student assistants in department; infrequent contact with other students

V. SUPERVISORY RESPONSIBILITY

This position directly supervises 2 FTE professional librarians, 3.5 FTE support staff, several student assistants and may occasionally supervises part- or full-time temporary employees.

[http://library.case.edu/ksl/admin/jobs/head\\_bib\\_metadata\\_200701.pdf](http://library.case.edu/ksl/admin/jobs/head_bib_metadata_200701.pdf)

Head of Bibliographic/Metadata Services (Librarian 3)

**VI. REQUIREMENTS**

**A. Experience**

1. At least five years experience in a cataloging/metadata department of an academic or large public library required.
2. Supervisory experience required.

**B. Education**

M.L.S. required.

**C. Essential skills**

1. Ability to effectively supervise and evaluate the work of others.
2. Good oral and written communication skills.
3. Excellent interpersonal skills.
4. Must be able to use initiative and be able to work with minimal supervision, as well as part of a team in a collegial environment.
5. Must be able to assume responsibility and accomplish goals by thorough project planning and implementation.
6. Must have good problem solving skills and flexibility by exercising sound judgment in dealing with a variety of issues, sometimes in ambiguous circumstances.

**D. Technical skills**

1. Experience working with a variety of computer-based resources in support of cataloging required.
2. Knowledge of AACR2R, LCR1, LCSH, MARC formats, LC and Dewey classifications, and OCLC required.
3. Knowledge and demonstrated experience with metadata and other XML standards such as METS, MODS, Dublin Core, TEI, etc. required.
4. Experience working with an automated library system to catalog library materials required; experience using Innovative Interfaces INNOPAC strongly preferred.

**VII. WORKING CONDITIONS**

General office environment. Most work requires use of computer workstation. Some work requires interaction with old and dirty library materials.

## Technical Services Archivist/Encoding Specialist

Reporting to the Head of Technical Services in the Rare Book, Manuscript, and Special Collections Library (RBMSCL), the Technical Services Archivist accesses and processes manuscripts and archival material in a variety of subject areas, and is responsible for digital media and providing leadership and technical support for encoding activities. S/He creates encoded collection finding aids, including preliminary container lists, and inventories, participates in the development of Technical Services procedures and provides some reference service.

### Responsibilities

- Accessions, processes, and describes incoming manuscript and archival collections; analyzes accessioned manuscript collections to determine organization, arrangement, preservation, and description needs, seeking consultation with Collection Development and Research Services staff as needed; prepares preliminary descriptive tools for manuscript and archival collections, including printed and encoded inventories or container lists, databases, and subject and other indexing.
- Provides primary leadership, expertise, and support for RBMSCL EAD encoding activities; develops, in collaboration with other staff, internal encoding standards; evaluates and deploys software for use in encoding and display; serves as department liaison to Information Systems Support for mounting encoded finding aids on Library servers; provides training for staff, interns, and student assistants in encoding standards.
- Performs and supervises processing and description of manuscript and archival collections; provides for base-level processing for manuscript and archival collections and fuller processing when appropriate; develops and approves processing proposals.
- Analyzes digital material acquired by RBMSCL as part of manuscript and archival collections and, working with Information Systems Support staff, provides for appropriate description and preservation; develops policies for media migration, reformatting, storage, and server space; stays current with issues and knowledge of digital preservation and communicates with other RBMSCL staff; maintains procedures for Technical Services Manual.
- Supervises, trains and evaluates Rare Materials/Archival Assistant, student assistants, interns, and casual labor workers as needed to provide assistance in the accessioning and processing of manuscript collections.
- Participates in the planning, review, and implementation of the Department's mission and technical procedures.
- Provides reference service for RBMSCL on a rotating Saturday and holiday schedule.
- Performs other duties as assigned.

### Qualifications

It is the expectation that all Perkins Library System staff members will demonstrate exceptional workplace behaviors in the execution of their specific position responsibilities. These behaviors are customer focus, collaboration, creative problem solving, continuous learning and a commitment to diversity. In addition, managers and supervisors are expected to help develop a common vision by providing clear direction and priorities, clarifying roles and responsibilities, and promoting mutual understanding through effective communication. They are also expected to take the time to effectively plan and evaluate performance, provide feedback, recognition and coaching, and develop employees to achieve their personal and organizational goals.

**EDUCATION:**

Required: MLS from an ALA-accredited program, advanced degree in archival studies or an academic field related to RBMSCL holdings and/or relevant combination of education and experience.

**EXPERIENCE:**

Required: At least two years of experience in accessioning and processing manuscripts and archival material; working knowledge of and experience with standard archival procedures, *DACS*, MARC cataloging, Library of Congress Subject Headings and Encoded Archival Description; attentive to details; familiarity with computer systems and with migration protocols for a variety of digital media; excellent interpersonal, oral and written communication skills; flexibility and ability to adapt to change; ability to work independently and as a member of a team; working knowledge of MS Office applications; demonstrated commitment to providing outstanding customer services; must be able to lift 30 pounds and unpack, shelve and shift large quantities of library materials; must be able to work in an environment in which exposure to materials containing dust and mold is possible. .

Preferred: Prior experience working in an academic research library; experience with library databases, AACR2 cataloging and EAD encoding software.

**Salary and Benefits**

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Salary and librarian rank dependent on qualifications and experience; anticipated hiring range of \$38,000 – 43,000. Comprehensive benefits package includes 20 days vacation, 13 holidays, 12 days sick leave; health, dental, disability and life insurance; retirement plan options; and educational assistance and tuition grants.

**Environment**

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The libraries of Duke University consist of the William R. Perkins Library and its six branches on campus: Rare Book, Manuscript and Special Collections, Biological and Environmental Sciences, Chemistry, Engineering and Math-Physics, Lilly and Music; the library at the Duke Marine Laboratory in Beaufort; and the independently administered libraries of the professional schools: The Ford Library at the Fuqua School of Business, Divinity School Library, Duke Law Library and the Medical Center Library. Duke's library holdings of 5.1 million volumes are among the largest of private universities in the United States. Duke is a member of the Triangle Research Libraries Network which promotes collaboration in the areas of collection development and management, access services, information technology, and human resources among the libraries of Duke University, the University of North Carolina-Chapel Hill, North Carolina Central University and North Carolina State University.

Duke University and Durham are located in the Research Triangle, a region that encompasses one of the nation's premier concentrations of academic, corporate, and public research. The Triangle region is rated among the most desirable areas in North America to live and work and has been identified by *Money* magazine as one of the "Best Places to Live" in the U.S.

**Application**

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Please e-mail cover letter, detailed resume and the names, addresses (mailing and e-mail), and telephone numbers of three references to [library-jobs@duke.edu](mailto:library-jobs@duke.edu). Please include **TECH**

**ARCHIVIST** in the subject line. (Please send e-mail in plain text format, *not* HTML). If you do not have access to e-mail, please send applications via regular mail to: Teresa Tillman, Box 90194, Duke University, Durham, NC 27708.

Review of applications will begin in early July and will continue until the position is filled.

Duke University is an Equal Opportunity/Affirmative Action employer. The Perkins Library System has a strong commitment to Affirmative Action and is actively seeking to increase the racial and ethnic diversity of our staff.

**INFORMATION TECHNOLOGY SERVICES  
PERKINS LIBRARY, DUKE UNIVERSITY**

**POSITION DESCRIPTION**

**POSITION:** Metadata Architect/Programmer  
**HR CLASSIFICATION:** Analyst, Information Technology  
**DEPARTMENT:** Research and Content Development

**General Description**

Serves as primary metadata architect and software analyst/programmer for digital library projects. Works with project stakeholders to select or define taxonomies and metadata schemas and to develop crosswalks between them. Performs analysis, design, program development, prototyping, and testing of tools and systems that implement these metadata schemes. This position reports to the Head of the Office of Research and Content Development, Information Technology Services.

**Duties**

1. Working closely with project stakeholders and other ITS staff, identifies and documents metadata needs and requirements. Researches and identifies existing metadata standards, schemes, and tools for applicability, or develops and documents new ones where necessary. Assists in development of project specifications and project plans. Assists in performing cost analysis of system changes and feasibility studies.
2. Researches and evaluates software systems and tools for their applicability to defined specifications. Analyzes, installs, configures, customizes, and prototypes systems and tools to meet these specifications. Where existing functionality is not available, designs, develops, and prototypes custom tools. Develops and implements metadata crosswalks and programs to provide connectivity between systems as needed.
3. Serves on cross-functional project teams within the ITS department as well as across library and University departments. Provides consulting and training on issues related to work being performed.
4. Prepares reports and analyses setting forth progress, adverse trends and appropriate recommendations or conclusions. Compiles documentation of models and programs.
5. May assign work and establish priorities, instruct and train in methods and procedures, and coordinate and review the work of other staff.
6. Maintains interface with vendor representatives to gather information and resolve software problems.
7. Maintains liaison with representatives of other University information technology operations, professional and standards organizations and software vendors to ensure knowledge of current principles and techniques and interoperability with relevant systems. Monitors print and online sources to keep up-to-date on metadata standards and tools, software systems, operation procedures, and technological developments in systems and programming.
8. Performs other related duties as assigned.

**Qualifications**

## Required:

- Bachelor's degree in computer science, software engineering, or equivalent education or experience.
- Experience with software development in a Unix environment, in particular with developing Internet applications.
- Experience with complex metadata modeling and structures, particularly in a digital library environment.
- Experience with XML, RDF, and related standards and technologies, especially with respect to established schemas such as EAD, TEI, and Dublin Core.
- Demonstrated written and oral communication skills.
- Experience with programming in at least two of these languages: C++, Java, Perl, JavaScript, Python.

## Desirable:

- Experience working in a research library or academic computing environment.
- Master's degree in Information or Library Science.
- Experience with UML and/or related standards and technologies.
- Experience with Unix system administration (Solaris and Linux).
- Experience working with RDBMS and/or OODBMS applications.

INDIANA UNIVERSITY LIBRARIES  
Bloomington, Indiana 47405

LIBRARY FACULTY POSITION DESCRIPTION FORM

Name: Jenn Riley

Years covered: 2006

Position Title: Metadata Librarian

If other than full time, please indicate:

Campus: Bloomington

Library/Branch/Department: Wells Library/Digital Library Program

Immediate Supervisor(s): Stacy Kowalczyk, Associate Director for Projects & Services,  
Digital Library Program

Department Head: (vacant)

I. Primary responsibilities

Please list here, in tabular form, those duties which you regularly or occasionally perform on which the majority of your time is spent. The duties should be directly connected with the title of your position and the function of your department. If these duties include any significant one-time projects, please specify.

1. Plans long-term metadata strategy for the Indiana University Libraries and Digital Library Program.
2. Advises on the application of and provides written instructions for the creation, capture, and quality control of descriptive, administrative, structural, and technical metadata for digital projects and collections in the Indiana University Libraries and Digital Library Program.
3. Works with collection managers and subject specialists to identify appropriate metadata standards for use in digital projects covering a variety of media, including text, music, still images, audio, and video.
4. Creates, proofreads, and edits descriptive, administrative, structural, and technical metadata for digital projects.
5. Designs and/or adapts DTDs, XML Schemas, and XSLT stylesheets for metadata for digital projects.
6. Participates in the translation of metadata between formats and the integration of metadata from a variety of sources.



7. Collaboratively develops specifications for the use of metadata in the search and browse functions of delivery applications for digital projects.
8. Assists in development of specifications for tools for the creation of metadata for digital projects.
9. Serves as a liaison between the Digital Library Program and IU Libraries Technical Services for metadata issues.
10. As required, hires, trains, and supervises hourly and grant-funded personnel assigned to create metadata for specific projects.

## II. Secondary responsibilities

Please list here, in tabular form, those duties which you regularly or occasionally perform but which do not require the majority of your time. These duties should include regularly scheduled departmental or administrative meetings, but should not include committee appointments unless service is ex-officio.

1. Helps to identify sources of external funding and participates in writing grant proposals to fund digital projects.
2. Serves as a member of the DLP Administrative Team.
3. Serves as a convener of the IU Libraries EAD Working Group.
4. Consults with other members of the Indiana University community on selection and implementation of metadata schemas for digital projects.

## III. Qualifications

Please list here any special qualifications for the completion of your primary responsibilities. If previous library experience is essential, please indicate its length and nature. Other qualifications might include language skills, advanced degrees in non-library areas, non-library experience, etc. If such qualifications would be merely helpful rather than essential, please do indicate.

- ALA-accredited master's degree in library or information science or equivalent combination of degrees and experience.
- Knowledge of the concepts and applications used in the standards and practices of organizing information
- Experience with metadata standards including MARC, EAD, TEI, VRA Core, Dublin Core, MODS, and METS
- Experience with creation and/or knowledge and management of digital objects in various text, image, sound, and/or video formats
- Ability to plan, coordinate, and implement projects
- Experience with XML/SGML and related standards
- Experience with multiple computer platforms including Linux, UNIX, Windows, and MacOS
- Experience with Perl or Java helpful
- Experience in writing grant proposals and/or in managing grants helpful
- Good organization skills and an aptitude for complex analytical and detailed work
- Ability to work independently as well as collegially in a complex, rapidly changing and culturally diverse environment with various groups of library staff

- Excellent written and oral communication skills
- Ability to meet the requirements of a tenure-track appointment

The Metadata Librarian position at the Johns Hopkins University Libraries' offers an opportunity for an energetic, service oriented librarian with strong communications skills to provide leadership and technical expertise in the application of descriptive metadata for locally digitized resources included in the Johns Hopkins University's institutional repository. Reporting to the Head of Technical Services, the Metadata Librarian will:

- Coordinate the creation and management of descriptive metadata including compose data dictionaries, define input standards, establish local policies and procedures;
- Devise metadata structures and search interfaces that facilitate discovery and retrieval of locally digitized information;
- Develops tools to transform metadata into multiple schema using XSLT
- Collaborate with staff in the Center for Educational Resources, Digital Library Program, Special Collections as well as campus departments and external organizations to design schema, to identify and coordinate implementation of enhancements based on user needs and developing standards;
- Collaborate with programmers to implement new enhancements
- Provide outreach to the academic community to educate users about products and gather feedback
- Analyze metadata provided by external vendors to determine conversions and enhancements needed to support local access through the Hopkins' digital library
  
- Train students, staff, content creators in the application of descriptive metadata
- Participate in local and national discussions through professional development and service activities

**Required Qualifications:** ALA accredited MLS, or information science, computer science or a related field. Experience with computer applications in libraries, including knowledge of non-MARC metadata schemes and evolving standards (e.g., Dublin Core, VRA Core Categories, or Content Standard for Digital Geospatial Metadata). Knowledge of XML and XSLT. Knowledge of frameworks for managing intellectual content/information in digital form (e.g., TEI, DOI, or RDF). Ability to plan, coordinate, and implement projects. Strong service orientation. Demonstrated organizational, analytical, problem solving, communication, and training skills. Flexibility and initiative in carrying out assignments in a rapidly changing environment. Ability to prioritize work to ensure that departmental and library goals are realized. Ability to work independently as well as part of a team in a production-oriented, dynamic environment, and with a commitment to professional development and growth.

**Preferred Qualifications:** Familiarity with thesaurus design and construction. Familiarity with relational databases and information retrieval software. Understanding of networked architecture. Project management experience. Working knowledge of current national cataloging standards.

The MIT Libraries seek an innovative and energetic professional with a grounding in metadata skills to develop and supervise a Metadata Services Unit. This Unit review and create metadata for objects in MIT's OpenCourseWare project. The Metadata Librarian will learn all aspects of the OCW metadata input system and workflow, and will participate in metadata processes, including but not limited to editing the SCORM descriptive metadata and the technical metadata for non-text formats, and supplying subject terms as necessary. The Metadata Librarian will serve as the Libraries' liaison to the OCW project and ensure fulfillment of production requirements. He/she will plan and implement the Unit's activities, developing workflows and documentation, and will supervise a half-time support staff position responsible for routine descriptive metadata editing. The Metadata Librarian will also identify other potential clients for metadata services, gradually expanding the service on a cost recovery basis. He/she will provide consulting services, such as conducting metadata needs assessments, and drafting metadata components of grant proposals.

Reporting to the Head, Cataloging and Metadata Services, the Metadata Librarian will collaborate with colleagues in that department as well as those in the Libraries' Digital Library Research Group. Assistance and guidance will be provided for an initial period of six months by the Special Formats Cataloger, who has worked with OCW to plan this new service. The Metadata Librarian will be expected to develop expertise in and keep current with standards such as SCORM, IEEE LOM, CIP, and various formats of technical metadata. He/ she will develop familiarity with subject thesauri in order to be able to recommend specific thesauri for various projects. He/she will participate in committees, projects, and development activities within the MIT Libraries and beyond.

Requirements:

M.L.S or equivalent degree from an ALA-accredited university strongly preferred, although candidates with applicable alternative educational background and experience will be considered. Cataloging and/or metadata experience in a research library preferred; solid evidence of metadata skills and understanding of some metadata schema required. Experience working with academic departments will be very useful. All of the following are required: Strong collegial, interpersonal and communication skills; Ability to work in a team setting in a complex, rapidly changing environment; Experience in or demonstrated potential for supervisory responsibility; Evidence of consistency in and aptitude for detailed work.

## Electronic Resources Cataloger Job Description

**Description**

The Electronic Resources Cataloger serves as a specialist and liaison for the Catalog Dept. on issues of bibliographic control and metadata related to electronic resources of all types. He/she works in a collegial environment of cataloging specialists and within a library that is increasingly active in creating and managing digital content. The position is in the Monographic Original Cataloging section of the Catalog Dept. in Davis Library.

This position's primary responsibilities:

- Catalog electronic resources including CD-ROMs, DVD-ROMs, E-books, electronic databases, websites and other electronic formats (primarily monographs and integrating resources) acquired for Davis Library and the branch libraries that it serves. Cataloging is done using OCLC's Connexion Client and the library's Innovative Interfaces local system.
- Develop and maintain local policies and documentation, keep abreast of current trends, and work with other library staff, as necessary, on issues involving cataloging of e-resources.
- Assume responsibility as the lead cataloging specialist for the library's digital library initiatives and actively participate in library digital planning and projects.
- Serve as a general resource person for the library on metadata issues
- Participate in the NACO and BIBCO programs of the Library of Congress' Program for Cooperative Cataloging.
- Take on special cataloging projects as needed, especially when they expand access to previously uncataloged material.

**Qualifications**

**Required:** ALA-accredited MLS. Demonstrated interest in cataloging through extra courses, internships or work experience. Working knowledge of online library systems, AACR2R, LCRI, LCSH, MARC21 formats, and authority control. Demonstrated interest in working with electronic material through familiarity with library metadata and standards such as Dublin Core, TEI Headers, EAD, HTML and XML, METS, MODS and other components of digital libraries. Good computer skills including spreadsheet and database applications. Excellent oral and written communication skills. Effective organizational and interpersonal skills, and the ability to work cooperatively and flexibly

with a wide variety of staff in a rapidly changing environment. Commitment to professional growth in areas relevant to the position of Electronic Resources Cataloger.

**Preferred:** Cataloging experience in an academic or research library setting or cataloging experience with electronic resources. Experience with: Innovative's Millennium system; NACO or other PCC programs. Reading knowledge of one or more European or Asian languages.

## Metadata Librarian

The [Pennsylvania State University Libraries](#) seeks an innovative and highly motivated librarian to provide creative leadership and expertise in developing and maintaining metadata to effectively provide access to the Libraries' digital resources covering all subjects and languages according to nationally recognized standards. This is a tenure track faculty position and the Metadata Librarian is a member of the University Libraries faculty.

**Responsibilities:** Reporting to the head of Cataloging and Metadata Services, the successful candidate will be responsible for providing expertise and leadership to the Libraries' digital and scholarly communications initiatives by providing metadata and metadata guidelines for digital collections. Collaborate with other librarians and library staff, Penn State Press staff, Penn State faculty, and colleagues in other research institutions to evaluate and apply appropriate metadata schemas for digital collections held by the Libraries and University. Provide leadership in the development of standards, policies and procedures across Technical Services, with particular responsibility for digital resources. As a member of the Digital Technology Advisory Group, manage and coordinate the process of implementing metadata, including needs assessment, metadata scheme adaptation, metadata interoperability, project management, and working with partners from various units. Serve as a resource for faculty and staff throughout the Libraries concerning access to library materials. Present information about digital initiatives and metadata in particular to a variety of audiences. Create and maintain local documentation on metadata standards and metadata application guidelines. Monitor and contribute to the development of national standards regarding the bibliographic control of digital resources. Explore new technologies and developments in digital applications and metadata implementation. Train staff to provide metadata for digital resources and provide quality control for digital object metadata. Participate in departmental and Libraries-wide committees, task forces and teams.

**Qualifications:** MLS from an ALA-accredited program or equivalent degree; experience with one or more of the following standards: EAD, Dublin Core, XML, OAI, METS, VRACore and PBCore; knowledge of AACR2r, LCSH, LC classification, USMARC formats, integrated library system software, and OCLC Connexion; strong technical skills and problem-solving abilities; excellent oral, written, and interpersonal communication skills; strong commitment to excellent service and the

ability to work independently and collaboratively; reading knowledge of a foreign language; ability to work well with a diverse employee and user community and to work within a collegial environment. Preferred: Two years experience with initiatives to provide access to digital resources.

The University Libraries: Established in 1855, Penn State is a Carnegie I comprehensive research university with a strong land grant mission. "America's Best Colleges 2004" in U.S. News & World Reports, ranks Penn State 15th among top national doctoral universities. The University Libraries, with an annual budget of \$41 million and a collection of over 5 million volumes, ranks among the top fifteen ARL research libraries in North America. The University Libraries comprise 38 libraries located on 24 Penn State campuses throughout the Commonwealth of Pennsylvania. 159 librarians and professional staff, 403 support staff, and 89 FTE student assistants serve 84,000 students and 6,500 faculty. Libraries memberships include ARL, OCLC, RLG, PALCI (Pennsylvania Academic Library Consortium, Inc.), Palinet, CRL, DLF, and the CIC (Big Ten) consortium.

**Salary and Benefits:** Potential for promotion and tenure will be considered based upon University standards in librarianship, research, service, and outreach. Salary and rank commensurate with qualifications and experience. Excellent fringe benefits include liberal vacation, excellent insurance and health care coverage. State or TIAA/CREF retirement options, and educational privileges.

**Applications:** To apply, send nominations or letters of application (including current resume and name and contact information of three professional references) to: Libraries Human Resources, Box MDL-PSUL, The Pennsylvania State University, 511 Paterno Library, University Park, PA 16802. Review of resumes will begin on November 8, 2006 and continue until the position is filled.

Penn State is committed to affirmative action, equal opportunity and diversity of its workforce.