



Title: Metadata Librarian - Librarian II or III

Date Printed: 02/20/2018

Job Posted On: 02/08/2018

Posting Expiration Date: 03/11/2018

Work Location: Amherst, Massachusetts,

Description

UMass Amherst, the flagship campus of the University of Massachusetts system, sits on nearly 1,450 acres in the scenic Pioneer Valley of western Massachusetts, 90 miles from Boston and 175 miles from New York City. The campus provides a rich cultural environment in a rural setting close to major urban centers.

Metadata Librarian

Librarian II or III

University of Massachusetts Amherst

As a gateway to knowledge, the UMass Amherst Libraries are key partners in teaching, learning, and research at UMass Amherst and in the Commonwealth of Massachusetts. Supporting freedom of inquiry, the Libraries foster a diverse and inclusive environment in which to engage with ideas and acquire the critical skills necessary for lifelong learning.

The UMass Amherst Libraries seek a dynamic and innovative Metadata Librarian. The Metadata Librarian catalogs materials in a variety of formats using rules and standards such as RDA, LCSH, LCC, MARC, NACO authority rules, Dublin Core, EAD, VRA Core, METS, MODS, etc. Actively participate in discussions relating to discovery, access, retrieval, and management of objects in ILS, discovery, and digital repository systems. Advise on the application of appropriate current and emerging cataloging/metadata schema to facilitate access to digital resources and physical collections. Train others on cataloging/metadata creation and management and work closely with staff throughout the Libraries to provide access to the Libraries' collections.

Example of Duties:

- Catalog material in a variety of formats, with an emphasis on distinctive collections, using traditional rules such as RDA, LCSH, LCC, MARC, NACO authority rules, etc.

- Create metadata for description, discovery, access, administration and preservation of both digital and physical objects produced, acquired or held by the Libraries.
- Prepare original bibliographic and authority catalog records as appropriate. Solve non-routine cataloging and heading authorization conflicts and problems.
- Assist with metadata quality control, cleanup, editing, enhancement, migration, mapping and transformations using tools such as Oxygen, MarcEdit, and OpenRefine. May serve as lead for special cataloging projects.
- Provide technical support for the cataloging/metadata in the Libraries' ILS, institutional repository, digital collections platforms, and other discovery systems.
- Provide consultations, training, and creation and maintenance of documentation related to cataloging/metadata.
- Investigate new tools and standards and assist with the development of best practices related to cataloging/metadata.
- Collaborate with colleagues to improve, strengthen and promote library services, content, programs and initiatives.
- Demonstrate a commitment to user-centered services. Be knowledgeable about and promote current services, resources and technologies.
- Maintain current awareness of issues and trends impacting higher education and understand how these may affect the Libraries.
- Participate in the Libraries' assessment program by collecting, reporting, maintaining, and using data to support evidence-based decisions.
- Work creatively, collaboratively, and effectively to promote teamwork, diversity, equality, and inclusiveness within the Libraries and the campus.
- Attend professional development activities as assigned or required to meet departmental goals and objectives.
- Oversee the accurate and timely availability of documentation for all procedures and processes.
- Participate in library-wide preservation activities.
- Perform other related duties as assigned in support of the mission and goals of the department, the Libraries, and the University.

Required Skills

Required Qualifications:

- Master's degree in library science – or equivalent degree – from a program accredited by the American Library Association, or its appropriate equivalent in librarianship from another country, or appropriate equivalent experience.
- Minimum of two years of professional library experience in this or a comparable academic, research or special library.

- Knowledge of the use of cataloging principles, and an understanding of controlled vocabularies, taxonomies, and ontologies.
- Knowledge of RDA, AACR2, Library of Congress Subject Headings, Library of Congress Classification, and the MARC 21 format.
- Working knowledge of cataloging/metadata standards (e.g. MARC, Dublin Core, EAD, VRA Core, METS, MODS).
- Working knowledge of cataloging/metadata tools and systems for creating, editing, harvesting and transforming cataloging/metadata (e.g. XML, XSLT, XPath, Oxygen, MarcEdit, OpenRefine, OAI-PMH).
- Experience working with digital repository platforms such as Bepress Digital Commons, Dspace, Fedora, etc.
- Aptitude for complex analytical work with an attention to detail and the ability to manage multiple priorities and competing deadlines.
- Experience working with Integrated Library Systems, Discovery Systems, and OCLC Connexion.
- Ability to use technology in creative ways to solve problems and/or facilitate workflow.
- Demonstrated ability to establish work priorities, set performance expectations, achieve goals, and direct work in a high-production, rapidly evolving setting.
- Excellent interpersonal skills and ability to interact effectively and work productively in establishing and maintaining harmonious working relationships with a diverse population of staff and students.
- Proven ability to work effectively in a collaborative environment, including remaining calm under pressure.
- Demonstrated ability to manage competing priorities in a positive, constructive, flexible and cooperative manner.
- Ability to respond effectively to changing needs and priorities, showing initiative and flexibility.
- Ability to contribute toward creating a positive and respectful workplace defined by personal and professional competence, integrity and collaboration.
- Demonstrated ability to work creatively, collaboratively, and effectively and to promote teamwork, diversity, equality, and inclusiveness within the Libraries and the campus.
- Understands and contributes to implementation of departmental and institutional goals for achieving non-discrimination and creating a respectful, inclusive environment that is support of diversity.

Preferred Qualifications:

- Working knowledge of one or more structured programming languages such as PHP, Perl, Python, Java, etc.

- Knowledge of web-based APIs.
- Project management experience.

RANK AND SALARY COMMENSURATE WITH SKILLS AND EXPERIENCE

Kind: Full Time

Level: Staff Position

Apply

Application Instructions:

Apply online at <http://umass.interviewexchange.com/candapply.jsp?JOBID=94262> and submit a letter of application, resume, and contact information (phone and email) **for three professional references by March 11, 2018**, for priority consideration. Applications will be accepted until the position is filled.

The University of Massachusetts Amherst is strongly committed to excellence and actively supports cultural diversity. As part of a commitment to its own multicultural community, the Libraries seek an individual with a demonstrated commitment to diversity and one who will understand and embrace University initiatives and aspirations. The University of Massachusetts Amherst is an Affirmative Action/Equal Opportunity Employer of women, minorities, protected veterans, and individuals with disabilities and encourages applications from these and other protected group members.

PI101130979

[Go to Diversity.com](#)

Diversity.com is the most trusted and affordable resource for any organization in search of diverse professionals, managers and executives. Founded in September 2000, Diversity.com is a privately held, 100% African American family owned small business with headquarters in Atlanta, GA. We market our recruitment services nationwide to all types of industries, organizations and communities with particular emphasis on attracting talented science, technology, education and medical savvy men and women.