Position Title: Metadata and Discovery Librarian

Unit/Library: Discovery & Technology Services

Term: Continuing appointment

Date: June 5, 2020

Description:
Reporting to the Head, Discovery & Technology Services (DTS) at Queen’s University Library (QUL), the Metadata and Discovery (M&D) Librarian provides forward-looking, transformative leadership for the management of metadata systems and processes and ensures excellent discoverability of and access to Library information resources.

The M&D Librarian is responsible for connecting our users with the Library’s information resources through the management of metadata, physical and electronic resources, and discovery and access. Informed by knowledge of tools, best practices, and trends, the M&D Librarian manages a team of technicians responsible for services related to metadata, physical and electronic information resource management, discovery and access. The M&D Librarian provides leadership in developing, implementing, and evaluating metadata strategies, policies and procedures, contributing to the Library’s overall discovery & metadata strategies and coordinating projects to support emerging library needs. The M&D Librarian supports the overall work and goals of the Library by contributing to strategic objectives, representing the Library’s interests with consortia and vendor partners, taking on a project leadership role and/or participating in projects.

Duties
Working closely with colleagues in DTS, Information Resources (IR), and other divisions/units of the Library, and leading a team of technicians, the M&D Librarian will play a key role in developing and implementing the metadata, information resource management, and discovery strategies and services for QUL, including:

- Leads and coordinates metadata management, by developing, implementing and evaluating metadata strategies, policies and procedures; supports bibliographic control for all resource types
- Manages and optimizes metadata to enhance discoverability of information resources. Ensures excellent discoverability of Library resources informed by best practices and trends using a broad and evolving range of tools and services
- Proactively and collaboratively solves problems, finds solutions, and troubleshoots information resource discovery and access issues; manages problem reports and follows up with system vendors or local development staff
- Leads a team of technicians responsible for services related to metadata, physical and electronic information resource management, discovery and access and as a first point of contact for staff and users to provide first level support and troubleshooting
- Leads skills development of the M&D technicians and develops collaborative practices to support success in their roles. Evaluates new and emerging strategies and technologies to enhance the efficiency and quality of M&D processes
- Builds and maintains in-depth expertise with the metadata, information resource management and discovery functionality of the Library’s library service platform (Ex Libris Alma/Primo VE); provides support and recommendations for optimal use of the library service platform and relevant applications and integrations in collaboration with the DTS team. Acts as a resource to librarians and technicians to support excellent user experience with the discovery system
- Participates actively in DTS initiatives and projects within the Library, the University, our consortia, and professional organizations regarding issues in metadata and information resource management services, and the development of resource discovery tools and services, as appropriate
- Maintains current knowledge of the trends and issues in higher education, with a focus on emerging technologies related to metadata, physical and electronic information resource management and discovery.

Qualifications:

Required:
- An ALA accredited M.L.S./M.L.I.S. degree or equivalent background
- Excellent interpersonal, organizational, oral and written communication skills
- Strong service philosophy and a commitment to effective user experience
- Relevant experience in metadata and/or cataloguing and electronic resource management, preferably in an academic library environment
- Knowledge of current issues and trends in physical and electronic resource management, metadata management, and discovery
- Knowledge of web-based applications and ability to engage with new technologies
- Experience working with bibliographic control and metadata systems and standards
  - Knowledge of current cataloguing rules, standards, and controlled vocabularies, including RDA, LC Classification, and LCSH
  - Working knowledge of and experience with MARC21
- Knowledge of or experience with utilizing/managing the following systems: link resolver, proxy authentication, integrated library system or library services platform, and discovery service
- Excellent organizational and project management skills, including the ability to: initiate, organize, and follow through on priorities, working independently and as part of a team; take responsibility for following up on unresolved issues; take responsibility for appropriate communications
- Demonstrated analytical, technical, and troubleshooting skills
  - Demonstrated advanced problem-solving skills and orientation, demonstrating flexibility, initiative, and drive to tackle issues and bring them to successful conclusion
  - Strong skills with standard office tools including Microsoft Excel
- A high degree of computer literacy, with a demonstrated ability to analyze and solve technical challenges
- Demonstrated leadership and supervisory skills to manage and develop a team and experience in training and staff development; ability to embrace change, think creatively, and work independently, with appropriate consultation.

**Preferred:**
- Experience with physical and electronic information resource management tools and processes and discovery tools (especially Ex Libris Alma and Primo VE)
- Understanding of the Canadian university libraries consortial landscape with respect to the management of physical and electronic resources and discovery
- Thorough understanding of information resource description and management strategies in a current discovery environment
- Experience with other non-MARC metadata formats, standards or schema including Dublin Core and others such as JATS, BITS, DDI, METS, MODS, PREMIS or TEI
- Ability to understand mapping and develop communication between different metadata standards
- Understanding of linked data principles, including RDF and ontologies
- Knowledge of XML and XML DTD/schema and systems interoperability tools such as APIs. Demonstrated skills with scripting languages and/or tools for data manipulation (e.g. OpenRefine, Python, XSLT, etc.)
- Aptitude for learning new technologies and metadata standards.