QUEEN'S UNIVERSITY LIBRARY POSITION GUIDE

Position Title: Metadata and Discovery Librarian
Unit/Library: Discovery & Technology Services
Term: Continuing appointment

Description:

Reporting to the Head, Discovery & Technology Services (DTS) at Queen's University Library, the Metadata and Discovery (M&D) Librarian, in close collaboration with the second M&D Librarian in the division, provides forward-looking, transformative, leadership for the management of metadata systems and processes, and ensures excellent discoverability of, and access to, the library's print and electronic resources.

The M&D Librarian is responsible for connecting our users with the library's print and electronic resources through the management of metadata, discovery, and access. Informed by their 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 resource management, and discovery and access. The M&D Librarian provides leadership in the division and the wider library by developing, implementing, and evaluating metadata strategies, policies, and procedures; contributing to the library's overall discovery and metadata strategies; coordinating and participating in projects to support library needs; representing the library's interests with consortia and vendor partners; and supporting the library in aligning our work with the University's anti-racism, diversity, and inclusion priorities, and Truth and Reconciliation efforts.

The emphasis of this position is primarily on the cataloguing of physical and electronic material, working in collaboration with the other M&D Librarian who focuses on electronic resource management.

Duties

Working closely with the second M&D Librarian, colleagues in DTS, Information Resources (IR), and other divisions/units of the library, the M&D Librarian will play a key role in developing and implementing metadata and discovery strategies and resources for the library, including:

- Leads and coordinates metadata management by developing, implementing, and evaluating metadata strategies, policies, and procedures; supports bibliographic control for all resource types
- 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 and troubleshoots information resource discovery and access issues; manages problem reports and follows up with system vendors or local development staff
- Co-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

- Co-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; 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
- Contributes to a culture in the library where diversity, equity and inclusion are valued and recognized. Contributes to open and welcoming spaces, collections and experiences for faculty, staff, students, and visitors.
- 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.
- Participates in academic and/or professional development, and service to the university, profession, or community, as outlined in the Queen's University – QUFA collective agreement.

Qualifications:

Required:
- An ALA (American Library Association) accredited M.L.S./M.L.I.S. degree or equivalent degree
- Relevant experience in metadata and/or cataloguing and electronic resource management, preferably in an academic library environment
- 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 library systems and associated tools
- Knowledge of web-based applications and ability to engage with new technologies
- Knowledge of current issues and trends in physical and electronic resource management, metadata management, and discovery
- Excellent interpersonal, organizational, oral and written communication skills
- Strong service philosophy and a commitment to effective user experience
- Demonstrated commitment to diversity, equity, and inclusion and/or experience serving diverse populations of users.
- Excellent organizational and project management skills, including the ability to: initiate, organize, and follow through on priorities; work 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 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 access and discovery
- Thorough understanding of information resource description and management strategies in a modern 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
- Experience creating Library of Congress name authorities (NACO) and subject authorities (SACO)
- Ability to understand mapping and develop communication between different metadata standards
- Experience working with bibliographic control and metadata systems and standards
  - Knowledge of current cataloguing rules, standards, and controlled vocabularies, including the National Library of Medicine (NLM) and Medical Subject Headings (MeSH)
- 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.
- Experience with cataloguing special collections material, including rare books
- Familiarity with DCRM(B): Descriptive Cataloging of Rare Materials (Books) standards
- Commitment to and/or demonstrated high quality academic and/or professional development.