

QUEEN'S UNIVERSITY LIBRARY

Metadata and Discovery Librarian

The Queen's University Library invites applications for an Initial Continuing Track Metadata and Discovery Librarian at the rank of General Librarian, with a preferred starting date of June 1, 2022.

Candidates must have an ALA accredited M.L.S/M.L.I.S degree or equivalent combined with experience at the start date of the appointment. Candidates must provide evidence of an ability to work collaboratively in an interdisciplinary and student-centered environment. The successful candidate will also be expected to make contributions through service to the Unit, the University, and/or the broader community. Librarians at Queen's are members of the Queen's University Faculty Association and terms, and conditions of work are governed by the collective agreement between the Association and the University. Salary will be commensurate with qualifications and experience as per the [Years of Experience Guidelines](#).

Prospective candidates should be aware that the [Queen's University Policy Regarding Mandatory Vaccination Requirements for In-person University Activities](#) requires **ALL** Community Members, including those holding faculty appointments, be Fully Vaccinated against COVID-19 prior to participating in any In-person University Activities. This is a condition of employment for all employees who are required to attend University Property to perform their employment responsibilities. Individuals who cannot be vaccinated due to **substantiated grounds** (medical and other protected grounds under the Ontario Human Rights Code) **may ask the University to validate the exemption** and request an accommodation in these rare circumstances. If approved, they will be subject to additional health and safety measures.

Librarians and their dependents are eligible for an extensive benefits package including pension plan, prescription drug coverage, vision care, dental care, long term disability insurance, life insurance and access to the Employee and Family Assistance Program. Tuition assistance is available for qualifying employees, their spouses and dependent children. Queen's values families and is pleased to provide a 'top up' to government parental leave benefits for eligible employees on maternity/parental leave. In addition, Queen's provides partial reimbursement for eligible daycare expenses for employees with dependent children in daycare. Details are set out in the Queen's-QUFA Collective Agreement. For more information on employee benefits, see [Queen's Human Resources](#).

People from across Canada and around the world come to learn, teach and carry out research at Queen's University. Additional information about Queen's University can be found on the [Faculty Recruitment and Support](#) website. The University is situated on the traditional territories of the Haudenosaunee and Anishinaabe, in historic Kingston on the shores of Lake Ontario. Kingston's residents enjoy an outstanding quality of life with a wide range of cultural, recreational, and creative

opportunities. Visit [Inclusive Queen's](#) for information on equity, diversity and inclusion resources and initiatives.

OPPORTUNITY

Entering our libraries – both virtually and physically – our students and faculty discover the world at their fingertips, the knowledge of the ages and the potential of the future. Librarians and staff work closely with students and faculty in every discipline and in the spaces where they intersect. Our best innovations happen through collaboration – across the library, with our faculties and schools, and through our regional, national, and international partnerships. Our employment experience is diverse and interesting.

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 the cataloguing of physical and electronic material, working in collaboration with the other M&D Librarian who focuses on electronic resource management.

The full position description including qualifications can be found [here](#).

ENVIRONMENT

Queen's University Library consistently receives top marks as a medium-sized university library. It comprises six libraries and several cross-library divisions supporting the university's academic mission, and is known for its dedicated staff, strong research collections and superb facilities. A staff of approximately 110 provides information leadership and is deeply embedded in Queen's faculties and schools of Engineering & Applied Science, Arts & Science, Business, Education, Health Sciences, Law, Policy Studies, Religion, and Urban & Regional Planning. The library's research collections, developed since Queen's University's founding, are a central university priority and include millions of print and digital items supported by a strong technology infrastructure and a focus on scholarly communications. The library provides a comprehensive suite of services to assist faculty and student researchers in depositing scholarly publications to institutional and discipline repositories

and is a recognized leader in providing services related to data curation and in the development of regional and national initiatives to support research data management. Library facilities are heavily used campus hubs with a mix of inviting, accessible learning spaces, computers, and collections. Queen's University Library is a member of the Association of Research Libraries and the Canadian Association of Research Libraries.

APPLICATION PROCEDURE

The University invites applications from all qualified individuals. Queen's is strongly committed to employment equity, diversity and inclusion in the workplace and encourages applications from Black, racialized/visible minority and Indigenous/Aboriginal people, women, persons with disabilities, and 2SLGBTQ+ persons. All qualified candidates are encouraged to apply; however, in accordance with Canadian immigration requirements, Canadian citizens and permanent residents of Canada will be given priority.

To comply with federal laws, the University is obliged to gather statistical information as to how many applicants for each job vacancy are Canadian citizens / permanent residents of Canada. Applicants need not identify their country of origin or citizenship; however, all applications must include in the cover letter one of the following statements: "I am a Canadian citizen / permanent resident of Canada"; OR "I am not a Canadian citizen / permanent resident of Canada". Applications that do not include this information will be deemed incomplete.

The deadline for applications is **March 03, 2022**. Applicants are asked to send an application package electronically as a single PDF in confidence to the Appointments Committee at library.hr@queensu.ca.

A complete application consists of:

- a cover letter (including one of the two statements regarding Canadian citizenship / permanent resident status specified in the previous paragraph)
- a current curriculum vitae
- names of three referees, one of whom must have been in a supervisor role

We thank all applicants for their interest, but only those selected for an interview by the Appointments Committee will be contacted.

The University will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodation during the interview process, please contact Samira Dean at samira.dean@queensu.ca

Academic staff at Queen's University are governed by a [Collective Agreement](#) between the University and the [Queen's University Faculty Association \(QUFA\)](#), which is posted at

<http://queensu.ca/facultyrelations/faculty-librarians-and-archivists/collective-agreement> and at
<http://www.qufa.ca>.