QUEEN'S UNIVERSITY LIBRARY POSITION GUIDE

Position Title: Metadata and Discovery Librarian
Unit/Library: Information Resources
Term: Limited Term (up to one year)

Description

Reporting to the Head, Information Resources (IR) at Queen's University Library, and as one of two Metadata and Discovery (M&D) Librarians, 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.

While the responsibility for discovery and electronic access is shared, this position is the lead on electronic resources management, working in collaboration with the other M&D Librarian who focuses on the cataloguing of physical material.

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 department 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.

Duties

Working closely with the second M&D Librarian, colleagues in Information Resources (IR), Digital Initiatives and Open Scholarship (DIOS), and other departments 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:

- 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
- Leads and coordinates metadata management by developing, implementing, and evaluating metadata strategies, policies, and procedures; supports bibliographic control for all resource types

- 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 IR 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 electronic resource management, preferably in an academic library environment
- Relevant experience in metadata and/or cataloguing, preferably in an academic library environment
- 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
- Ability to embrace change, think creatively, and work independently, with appropriate consultation.

Preferred

- Experience with Ex Libris Alma and Primo VE
- 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
- 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
- Demonstrated leadership and supervisory skills to manage and develop a team and experience in training and staff development
- Aptitude for learning new technologies and metadata standards
- Commitment to and/or demonstrated high quality academic and/or professional development.