

Queen's University Library

Metadata & Discovery Librarian (Limited-Term Appointment)

October 2023

Queen's University Library invites applications for a Limited-Term Appointment (up to one year) at the rank of General Librarian. The preferred start date is December 2023.

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.

The position encompasses the full range of academic responsibilities as outlined in section 15.1.1 of the [QUFA Collective Agreement](#).

Please see the full position description [here](#).

Prior to May 1, 2022, the University required all students, faculty, staff, and visitors (including contractors) to declare their COVID-19 vaccination status and provide proof that they were fully vaccinated or had an approved accommodation to engage in in-person University activities. These requirements were suspended effective May 1, 2022, but the University may reinstate them at any point.

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.

People from across Canada and around the world come to learn, teach and carry out research at Queen's University. Employees and their dependents are eligible for an extensive benefits package including prescription drug coverage, vision care, dental care, long term disability insurance, life insurance and access to the Employee and Family Assistance Program. You will also participate in a pension plan. 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](#).

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.

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 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 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.

In addition, the impact of certain circumstances that may legitimately affect a nominee's record of professional achievement will be given careful consideration when assessing the nominee's research productivity. Candidates are encouraged to provide any relevant information about their experience and/or career interruptions.

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 (including a list of publications)
- The names and contact information of three referees

The deadline for applications is October 29, 2023.

Applicants are encouraged to send all documents in their application packages electronically as one PDF to library.hr@queensu.ca.

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 Rachael MacDermid at library.hr@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>.