

# QUEEN'S UNIVERSITY LIBRARY POSITION GUIDE

Position Title:	Metadata and Discovery Librarian - Cataloguing
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 coordination of cataloguing and metadata processes, and ensures excellent discoverability of, and access to, the library's print resources.

Informed by their knowledge of tools, best practices, and trends, the M&D Librarian coordinates the work of technicians responsible for services related to metadata, physical resource management, and discovery and access. The M&D Librarian contributes 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 library colleagues, the M&D Librarian manages the metadata and cataloguing for all print resources across the five libraries at Queen's, using a variety of classification systems and controlled vocabularies.
- Supports technicians responsible for services related to metadata, physical information resource management, discovery, and access
- Oversees metadata management by developing, implementing, and evaluating metadata strategies, policies, and procedures; supports bibliographic control for all resource types
- Supports projects through collection assessment and metadata maintenance services
- Proactively and collaboratively solves problems and troubleshoots information resource discovery and access issues
- Provides support and recommendations for optimal use of the library service platform and relevant applications and integrations in collaboration with colleagues.
- Supports excellent user experience of the discovery system
- Contributes to a culture in the library where diversity, equity, and inclusion are valued and recognized.
- 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
- Experience with bibliographic control and metadata systems and standards, preferably in an academic library environment
  - Knowledge of current cataloguing rules, standards, and controlled

- vocabularies, including NLM, LC Classification, and LCSH
- Knowledge of and experience with MARC21 and RDA
- Ability to respond to Library Technicians' cataloguing/metadata questions and support their learning.
- Knowledge of or experience with utilizing/managing library systems and associated tools, and ability to engage with new technologies
- Excellent project management and organizational skills with the ability to work independently and as part of a team
- Strong service philosophy and a commitment to effective user experience.
- Excellent interpersonal, oral, and written communication skills
- Demonstrated analytical, technical, and troubleshooting skills. Strong problem-solving skills, demonstrated flexibility, creativity, initiative to tackle issues and bring them to successful conclusions.

#### Preferred

- Experience with Ex Libris Alma and Primo VE
- Understanding of the Canadian university libraries consortial landscape with respect to the management of physical resources and access and discovery
- Demonstrated supervisory skills to support a team
- Experience in training and staff development
- Commitment to and/or demonstrated high quality academic and/or professional development.