Metadata & Discovery Librarian – Cataloguing (Limited-Term Appointment)

July 2024

Queen's University Library invites applications for a limited-term (up to one year) librarian position at the rank of General Librarian in the appointment of Metadata & Discovery Librarian - Cataloguing with a preferred starting date of October 1, 2024.

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 staff members' 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

Vaccination Requirements

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.

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; coordinates and participates in projects to support library needs; represents the library's interests with consortia and vendor partners; and supports the library in aligning our work with the University's anti-racism, diversity, and inclusion priorities, and Truth and Reconciliation efforts.

Institution

[Queen's University](#) has a long history of scholarship, discovery, and innovation that shapes our collective knowledge and helps address some of the world's most pressing concerns. Home to more than 25,000 students, Queen's offers a comprehensive research-intensive environment. Diverse perspectives and a wealth of experience enrich our students and faculty while a core part of our mission is to engage in international learning and research.

In 2023, for the third year in a row, Queen's University has [ranked in top 10 globally Times Higher Education Impact Rankings](#), securing the position of third worldwide and first in North America. The rankings measured over 1,700 post-secondary institutions on their work to advance the United Nations' Sustainable Development Goals (SDGs).

From Nobel Prize-winning research exploring the building blocks of the universe to cancer care and treatment to sustainable technologies, our university is tackling humanity's most pressing challenges.

A member of the U15 group of Canadian research universities, Queen's is home to a vibrant research community that includes 33 Canada Research Chairs and over 20 research institutes who work in partnership with communities, governments, and industry to advance research and innovation, making a measured impact on Canada and the world.

Faculty 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. Employees 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](#).

The City

The University is situated on the traditional territories of the Haudenosaunee and Anishinaabe, in historic Kingston on the shores of Lake Ontario. Queen's is an integral part of the Kingston community, with the campus nestled in the core of the city, only a 10-minute walk to downtown. Kingston's residents enjoy an outstanding quality of life with a wide range of cultural and creative opportunities, with access to many natural areas and proximity to vibrant First Nations Communities including Tyendinaga and Akwesasne. Kingston is a unique Canadian city of 125,000 with a distinct blend of history, recreation, industry, and learning. Kingston offers unique waterfront living with many recreational opportunities. It is within a two-and-a-half hour drive

(two-hour train ride) to the commercial, industrial and political hubs of Toronto, Montreal, and the nation's capital, Ottawa, and a thirty minute drive from the international bridge linking Ontario and upstate New York. The city is also the origin of the historic Rideau Canal system – a UNESCO International Heritage site, and is close to Frontenac Provincial Park, the Thousand Islands National Park, and the Frontenac Arch UNESCO World Biosphere Reserve. The Queen's University Biological Station, north of the city, encompasses 34 km2 of diverse lands, affording premier learning and research opportunities. Visit Inclusive Queen's for information on equity, diversity and inclusion resources and initiatives.

How to Apply

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. In accordance with Canadian immigration requirements, Canadian citizens and permanent residents of Canada will be given priority, including any qualified individuals who have a valid legal work status in Canada. Please indicate in your application if you have a valid legal work status in Canada. Applications from all qualified candidates will be considered in the applicant pool.

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.

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 Human Resources at library.hr@queensu.ca.

Those interested in this position should submit a complete application package, including the following documents:

- a cover letter, indicating whether or not you have a valid legal work status in Canada
- a current Curriculum Vitae (including a list of publications)
- The names and contact information of three references

The deadline for applications is **August 13, 2024.**
Applicants are encouraged to send all documents in their application packages electronically as a single PDF to 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.