

Carleton College Library

Position Description

Title: Catalog/Metadata Librarian (Library & Archives)
Department: Library, Technical Services Department
Appointment: Full time, 12 months (exempt)
Last revised: 10/12/2009

Purpose of Position: The person in this position is a member of the Technical Services Department, and contributes to accomplishing departmental objectives which include building library & archives collections that closely support the college's goal of academic excellence, acquiring needed resources in a timely and economical manner, and effectively organizing and presenting library & archival collections. **The Catalog/Metadata Librarian provides expertise relating to: authority control, making archival resources findable, cataloging media & datasets, and loading/maintaining vendor records for electronic resources.** Works closely with all staff in a Technical Services department combining acquisitions, serials, cataloging, and government documents, as well as with other segments of the library, campus, and consortium community on information organization & access needs. Works with counterparts at St. Olaf to manage, operate and develop the shared ILS and pursue other consortial initiatives. Participates in departmental, library, consortia, and college committees/meetings.

Beginning in 2009-10, the Carleton Archives is merging with the Library organizationally. The person in this position will provide leadership in determining the best ways to describe materials in the archives and make them discoverable. Will work closely with the College Archivist, the Cataloging/Metadata Librarian, and a new Digital Archivist to achieve these goals. This position will support the college archives approximately .25 FTE (10 hours/week)

Reports to: Head of Technical Services

Responsibilities:

Cataloging (75% total: 25% archives, 50% library):

1. Employs traditional cataloging principles and practices in description, classification, subject analysis, and authority control, as well as emerging metadata schemas used to make archival, electronic and other resources accessible.
2. Performs complex and original cataloging for books, media, datasets, archival materials, and electronic resources, including selected free websites.
3. Participates in authority control activities for all materials cataloged in the Bridge & related databases, including LCSH changes and updating death dates.
4. Regulates monthly loading, merging and resolving of Marcive records for electronic government documents received through the Federal Depository Library Program.
5. Performs ongoing & project-based database maintenance, to insure accurate and up-to-date bib, item and authority records.
6. Updates OCLC bib records to reflect changes in holdings for books and media held by Carleton.
7. Participates in making library, archival and locally-created resources findable, through both traditional cataloging & creative use of metadata.
8. Serves as a resource person for other staff concerning OCLC, cataloging, classification, database maintenance, record loading, and workflow issues.

Other (25%):

9. Compiles statistics, analyzes data, and prepares reports relating to areas of responsibility, in support of departmental and library goals.
10. Assists in developing, documenting and implementing departmental procedures/goals.
11. Works with public services staff to insure effectiveness of the online library system.
12. Works cooperatively with other Technical Services staff to achieve departmental, library & archives objectives. Assists in other Technical Services activities, as needed. May supervise student employees to achieve goals.
13. Participates in departmental, library, college meetings, committees, events, etc., as appropriate or assigned.
14. Participates in activities of the Bridge Consortium and the MNObe libraries (Oberlin Group libraries in MN), and in regional and national professional organizations, as appropriate.

15. Other responsibilities, as assigned and as needs change.

Required Qualifications:

- ALA-accredited MLS or demonstrated equivalency through experience & training.
- Minimum of two years experience working in a library, archives or other highly relevant environment
- Working knowledge of traditional cataloging standards & tools – AACR2, OCLC, MARC formats, CONSER, LC classification, LCSH, and authority control.
- Working knowledge of Dublin Core and other standard metadata schemas -- e.g. EAD, TEI, METS.
- Cataloging experience in an online environment.
- Demonstrated ability to work with detailed information, with a high level of accuracy & consistency, and to adhere to established practices.
- Demonstrated interest in and initiative to explore new approaches to describing library and archival resources.
- Proficiency with PCs and standard office software for word processing, spreadsheet, database programs and web searching skills.
- Strong organizational skills.
- Flexibility to cope positively with complex problems in a rapidly-changing work environment.
- Ability to incorporate new technologies and innovations into existing operations.
- Demonstrated initiative, sound judgment, intellectual curiosity, and desire to learn.
- Outstanding oral and written communication and problem solving skills.
- Excellent interpersonal skills, including the proven ability to work cooperatively and creatively with others, both inside and outside the organization.
- Strong service orientation.
- Understanding of the mission, values, goals and pedagogical approaches employed in liberal arts colleges.
- Interest and ability to contribute to the profession, including research, publication and participation in professional organizations.

Desired Qualifications:

- Recent library or archives cataloging experience, including cataloging electronic resources using MARC or using other metadata schemas, such as EAD.
- Knowledge of XML or other metadata tools/editors.
- Knowledge of digital content management software – e.g. CONTENTdm, DSpace.
- Experience with digitizing to archival standards.
- Active awareness of FRBR and RDA developments.
- Reading ability in one or more non-English languages
- Experience using Innovative's Millennium/INNOPAC or another mainstream integrated library system
- Experience with government documents depository collection management.
- Ability to plan, coordinate and manage projects.
- Supervisory and/or training experience.
- Academic library experience, preferably in a liberal arts college setting.

Terms of appointment: Full-time (1.0 FTE) exempt, year round, including academic breaks. Includes full Carleton benefits, including paid vacation and sick time.

*If interested, please send a letter of interest (including where you learned about this position), résumé, and contact information for three references complete with address, email, and phone numbers to Carleton College, Human Resources, One North College Street, Northfield, MN 55057. **Review of applications will begin on November 16, 2009.** Electronic applications are received at eluhman@carleton.edu. Visit our web site at <http://go.carleton.edu/jobs>. Carleton College is an equal opportunity employer committed to excellence through diversity.*