

## Position Description

The Hesburgh Libraries of the University of Notre Dame seeks an experienced and highly collaborative metadata professional interested in working in a team-based and service-oriented environment to leverage the value of resource description and access metadata for optimal and seamless discovery of electronic resources in a variety of systems.

**Summary:** The ERMD Librarian provides leadership by guiding, assessing, establishing, and maintaining practices that create sustainable electronic resource descriptive and access metadata in the Resource Acquisitions & Discovery Program (RAD). As a member of the program's Resource Description and Discovery Services Unit (RDDS), this metadata specialist works closely with colleagues from across the organization to establish and document metadata and discovery strategy, policies and practice that ensure quality discovery and access to the rich electronic resource collection used by patrons for learning and research. The ERMD Librarian is a member of the Library Faculty.

In the context of a resource landscape that includes online journals, electronic books, databases, and integrated websites of varying complexity, languages, and subjects, the responsibilities of the ERMD are as follows:

### Responsibilities:

- Serves as principal subject matter expert on metadata issues related to the creation and development of innovative local best practices for electronic resource descriptive and access metadata for use in systems that manage, describe, and provide access to electronic resources, e.g., knowledgebase, ILS, discovery systems, subject guides, library website, etc.
- Guides the establishment of local metadata standards and practice for electronic resources cataloging, discovery metadata and holdings data management, including workflows and best practices for metadata source options and quality control.
- Leads analysis of electronic resource holding metadata, including guiding the creation of best practices for holdings data source options and quality control which contribute to systems processes for batch or unmediated ingest of record sets and individual metadata records for electronic resources.
- Creates resource description for electronic resources as needed.
- Collaborates with colleagues, especially those in the RAD Discovery & Access Systems Unit (DAS) and RAD Interlibrary Loan & Acquisitions Services Unit (ILLAS), to ensure consistency of metadata creation and quality at the point of acquisition, activation, or batch ingest carried out by these units.
- Works collaboratively with colleagues offering metadata quality and holdings integration expertise to activation decisions for resources available through aggregated commercial discovery indexes, e.g., Ex Libris' Primo Central Index (PCI).
- Works closely with the RAD Services Analyst to ensure the organization and access to local documentation related to electronic resources metadata strategy, policy and practice.
- Provides patron support related to electronic resource discovery; identifies and remedies discovery issues related to metadata
- Serves as a member of and key advisor related to electronic resource metadata to the library Discovery Team.

- As a member of the Library Faculty, awareness of current and emerging trends, practices and standards related to electronic resource metadata management and resource discovery.
- Communication of complex concepts to colleagues in writing and verbally, manage ambiguity, adapt to change and work in a fast-paced and dynamic environment.
- Self-directed learning and development.

**Program Organization:** The Resource Acquisitions & Discovery Program (RAD) consists of three units: Discovery & Access Systems (DAS), Interlibrary Loan & Acquisitions Services (ILLAS) and Resource Description & Discovery (RDDS). Approximately 40 individuals of the program work together to support the full acquisitions life cycle for print and electronic resources, interlibrary loan borrowing, resource description of library resources, collection assessment, collection management activities related to government documents and the physical library collection, and support systems and IT infrastructure for these functions and services. In addition to working with key functional teams, the ERMD Librarian works closely with the RAD Services Analyst, who focuses on pre-project research, service optimization, scrum management, and program documentation and the PMO for project execution.

## Qualifications

### Required Qualifications:

- MLS/MLIS from an ALA-accredited program or equivalent advanced degree in library or information science
- 1-3 years related professional experience in MARC resource description and metadata of electronic resources in an academic setting
- Proficiency with electronic resource description principles, standards, and encoding practices e.g., RDA, AACR2, LCSH, LC classification, MARC formats, and standard authorities' procedures
- Experience with bibliographic utilities and other applications used to record work and manage library metadata
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### Preferred Qualifications:

- Willingness to think broadly about and work with a variety of metadata schemas and encoding practices, e.g., knowledgebase targets, DC, XML, etc.
- Knowledge of structural and administrative metadata standards for rights management and preservation and their impact on patron services.
- Familiarity with processes related to record loading, ingest processes, and unmediated workflow that involve the creation of bibliographic and holdings metadata.
- Knowledge of KBART and other best practices related to the management of metadata within the knowledgebase
- Comfortable with project-based management approaches
- Willingness to learn a variety of systems related to electronic resource discovery
  - Current systems: Aleph, Primo, SFX, ILLiad, RAPID, etc.

## Application Instructions

### **Salary and Benefits:**

Appointment salary and rank are competitive, commensurate with experience and qualifications. The Electronic Resources Metadata & Discovery Librarian is a non-tenure track member of the Library Faculty. The University offers an excellent benefits and annual vacation package.

### **Environment:**

The University of Notre Dame is a highly selective national Catholic teaching and research university in northern Indiana about ninety miles from Chicago. Approximately 8,200 undergraduates and 3,100 graduate students pursue a broad range of studies. For more information about the University of Notre Dame, please visit the University of Notre Dame homepage at <http://nd.edu/>. The Hesburgh Libraries (<http://library.nd.edu>) hold about 3.5 million volumes and provide access to more than 23,000 serials. The Libraries have 141 staff and 57 librarians. The Libraries are a member of the Academic Libraries of Indiana (ALI), ARL, NERL and other consortia. The University of Notre Dame is an Equal Opportunity/Affirmative Action Employer strongly committed to diversity. We value qualified candidates who can bring a variety of backgrounds to our community.

*Review of applications will begin on May 6, 2019 and the application deadline is May 20, 2019.*

This position posting and additional information about Hesburgh Libraries can be found on the Libraries' website: <http://www.library.nd.edu/about/employment/>

For additional information about working at the University of Notre Dame and various benefits available to employees, please visit <http://hr.nd.edu/why-nd>. The University of Notre Dame supports the needs of dual career couples and has a Dual Career Assistance Program (<http://hr.nd.edu/employment-opportunities/dualcareer/>) in place to assist relocating spouses and significant others with their job search.