

Position: Metadata Librarian, Cataloging and Metadata Department (*Search No: 494705*)

Deadline: February 28, 2020

Pay Grade: 29E

The [University of Delaware Library, Museums and Press](#) seeks a dynamic early career librarian to participate in the entire metadata lifecycle from creation through discovery, management and digital preservation of the works acquired by the University of Delaware community and perform original and complex copy cataloging and authority work for special collections materials across multiple formats and languages.

Reporting to the Coordinator, Special Collections Cataloging Unit, major responsibilities include:

- Create and manage metadata for items and objects in multiple formats, tangible and digital.
- Transform or “crosswalk” metadata using standard tools and scripts.
- Assist with automating and integrating workflows for metadata creation and related processes (such as reformatting and digitization).
- Develop and maintain positive, collaborative relationships with staff across the Library, Museums and Press, across campus, and with external partners, as appropriate, to foster improved metadata practices.
- Perform original and complex copy cataloging for MARC records for special collections materials in a variety of languages following RDA, AACR2 and DCRM standards.
- Create and enhance NACO records.
- Participate in the OCLC Merge Project.
- Participate in special cataloging projects as needed.
- Contribute to the development of local procedures.
- Actively engage in professional development and other scholarly activities.

Qualifications: ALA-accredited MLS/MLIS degree or relevant advanced degree in informatics or information management; experience with one or more tools to create, extract, transform, analyze, and manage quality of metadata records; experience with platforms that manage and provide access to digital content, such as DSpace and Artstor; experience with one or more metadata content and encoding standards; familiarity with cataloging of rare books and special collections materials; familiarity with the MARC format, Library of Congress classification and subject headings, AACR2, and RDA; ability to perform complex analytical work and problem solve; flexibility; judgement; attention to detail; strong interpersonal skills; excellent oral and written communication skills; ability to work productively and cooperatively in a complex

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environment while maintaining effective working relationships; written knowledge of at least one language other than English; commitment to fostering an inclusive educational environment and workplace and an ability to work effectively with a diverse faculty, staff, and student population; commitment to professional growth.

Preferred: Cataloging/Metadata experience in an academic library; working knowledge of best practices related to rare books and special collections materials, especially printed books, ephemera, cartographic and graphic materials, and art objects and three-dimensional objects; knowledge of or experience with: non-MARC formats (such as Dublin Core); OAI-PMH; MODS, METS, VRA Core, PREMIS; and non-AACR2/RDA metadata standards.

General Information: The [University of Delaware Library, Museums and Press](#) is committed to student success, scholarly research and inclusive excellence. The Library is strongly committed to fostering diversity within our community. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion, and will assist us to expand our capacity for diversity in the broadest sense. The Library collaborates with strategic campus partners to achieve these priorities, as well as with national professional organizations including the Association of Research Libraries, Center for Research Libraries, Coalition for Networked Information, Council on Library and Information Resources, Digital Library Federation, Greater Western Library Alliance, OCLC Research Partnership, SPARC, HathiTrust, the National Digital Stewardship Alliance, the National Network of Libraries of Medicine (NN/LM) and the ACRL Diversity Alliance. More information about the Library is available at library.udel.edu/.

Benefits: 22 vacation days. Generous 403(b) retirement plan. Tuition remission for dependents and spouses, and course fee waiver for employee. Full information about University of Delaware benefits is available at: www.udel.edu/benefits/.

Appointment: Appointment expected at the rank of Assistant Librarian, pay grade 29E (less than 3 years professional experience). This position is part of the [University of Delaware Library Rank and Promotion System](#).

To Apply: Include cover letter and resume, along with the names and contact information of three employment references, following University of Delaware application instructions at www.udel.edu/udjobs/

Equal Opportunity Employer: *The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members, Women, Individuals with Disabilities and Veterans. The University's Notice of Non-Discrimination can be found at www.udel.edu/home/legal-notices/*

Employment offers will be conditional upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.

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