Position: Head, Cataloging and Metadata Department (Search No: 494706)

Deadline: March 30, 2020

Pay Grade: 32E or 33E

The University of Delaware Library, Museums and Press seeks a collaborative, innovative and thoughtful leader to serve as Head, Cataloging and Metadata Department. The successful candidate will provide leadership both in managing current staff and services and in collaboratively envisioning and implementing evolving services of this user-oriented department, to ensure access to and description of all Library, Museums and Press materials, including digital resources and data, through a variety of platforms (e.g., catalog, institutional repository, WWW).

Reporting to the Associate University Librarian for Budget and Collections, major responsibilities include:

- Provide leadership and strategic direction for a department of 10 staff including 6 librarians and 4 non-exempt staff to provide cataloging and metadata support.
- Lead Library, Museums and Press staff in the evolution of metadata practices related to MARC and non-MARC formats. Guide efforts to plan, implement and assess metadata content across a variety of formats; provide support for digital initiatives; monitor national and international trends in metadata creation and guide on-going review and revision of Library, Museums and Press-wide metadata/cataloging policies and procedures to ensure proper application of appropriate standards.
- Lead efforts to optimize metadata output to expose collections across the Library, Museums and Press; provide expertise and guidance in metadata schemas and standards and provide training as needed.
- Oversee participation in cooperative metadata endeavors such as NACO and the OCLC Member Merge Project.
- Train, supervise and evaluate Department staff in routine as well as original and complex cataloging, classification and authority work for materials in all formats.
- Provide guidance on original cataloging and authority work, especially for complex copy cataloging, rare or foreign language materials.
- Participate in policy making decisions and Department planning activities and serve as the Department’s advocate on the Library Management Council.
- Actively engage in professional development and other scholarly activities.
- Communicate a broad vision for the department in alignment with the priorities of the Library, Museums and Press and the University.
- Foster a collegial and inclusive culture.

Qualifications: ALA-accredited graduate library degree; minimum of eight years professional work experience with original cataloging, subject analysis, and classification in all formats and authority control, including recognized rules and standards including OCLC, RDA, AACR2, LCC, LCSH, MARC21 and NACO; minimum of three years of supervisory experience; experience with new and evolving
information access standards and metadata schemes; broad knowledge of cataloging issues, trends, and best practices in an academic library; written knowledge of at least one language in addition to English; demonstrated strong planning and project management skills and experience; strong leadership skills and the ability to work cooperatively; collegial, team-focused management orientation; flexibility, creativity and the ability to thrive in a complex, changing environment with competing demands; demonstrated ability in planning, introducing and managing change; excellent written and oral communication and interpersonal communication; strong commitment to service excellence; ability to successfully motivate and encourage staff; commitment to professional growth; commitment to fostering an inclusive educational environment and workplace; ability to work effectively with a diverse faculty, staff and student population.

**Preferred:** Experience with OCLC WorldShare Management Services, OCLC Report Designer, PCC, BIBCO, SACO

**General Information:** The [University of Delaware Library, Museums and Press](library.udel.edu/) 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/](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/](www.udel.edu/benefits/).

**Appointment:** Appointment expected at the rank of Associate Librarian / Library Department Head I (pay grade 32E) or full Librarian / Library Department Head II (pay grade 33E). This is a career rank exempt position the [University of Delaware Library Rank and Promotion System](library.udel.edu/). Department Head responsibilities are assigned for a renewable five year-term.

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