Cataloging and Metadata Librarian, Non-Tenure Track
J. Paul Leonard Library

Position Summary

San Francisco State University's J. Paul Leonard Library is a busy, teaching-oriented institution supporting a community of 25,000 students as well as faculty and staff. Our campus is part of the 23-campus California State University system, and we have a system-wide shared catalog. The library seeks a collaborative and forward-looking Cataloging and Metadata Librarian to perform original cataloging and complex metadata creation for a broad range of formats and materials in order to ensure timely, comprehensive, and effective discovery of all library collections. The ideal candidate will be attentive to detail and standards as well as exhibit an understanding of how inclusive cataloging and metadata furthers our teaching, learning, research mission as well as our commitments to student success and anti-racism. In addition to performing original cataloging and creating metadata, the Cataloging and Metadata Librarian will participate in the planning, evaluation, and implementation of metadata and cataloging policies, procedures, and workflows.

Responsibilities include:

- Providing timely and efficient access to library materials in all formats by creating and enhancing catalog records according to national standards as well as those specific to the California State University (CSU) system and SF State.
- Collaborating with SF State and CSU colleagues to appropriately implement catalog record normalization and remediation that impacts the system-wide shared unified library management system (ULMS).
- Performing database maintenance and catalog clean-up tasks.
- Loading metadata for ebooks, streaming media, and other digital objects into the library service platform (Alma) and other discovery services.
- Analyzing and manipulating metadata utilizing one or more of the following: MarcEdit, OpenRefine, Python, etc.
- Working with colleagues to develop, implement, and assess cataloging and metadata workflows, policies, and procedures and to establish priorities for cataloging and metadata projects.
- Assisting the Cataloging and Metadata Coordinator with training, oversight, and guidance to library staff performing cataloging or metadata activities.
- Maintaining current knowledge of national and international standards for cataloging, metadata, and linked data.

- Serving as an expert in non-MARC metadata and evolving cataloging standards and best practices, including emerging trends associated with critical cataloging.
- Contributing to library committees, working groups, and task forces.

Qualifications

<u>Required:</u>

- ALA-accredited Master's degree in Library and Information Science or equivalent.
- Previous experience in library cataloging, metadata, or related technical services activities.
- Strong commitment to equity and inclusion and the ability to work effectively and collegially with students, faculty, and staff from diverse backgrounds.
- Demonstrated ability to work effectively as part of a team and to contribute to a supportive and collaborative work environment.

<u>Preferred:</u>

- Demonstrated working knowledge of RDA, AACR2, DCRM(b), LCCS, LCSH, and MARC formats and standards.
- Experience cataloging with integrated library systems (ILS), preferably Ex Libris Alma.
- Experience cataloging using the OCLC bibliographic utility.
- Demonstrated knowledge of database maintenance issues in an academic library resource management system and discovery interface.
- Demonstrated experience cataloging special collections materials, serials, music, and manuscripts primarily in English but in other languages as well.
- Experience creating metadata utilizing Dublin Core or other metadata schema.
- Experience with metadata transformation and remediation tools and techniques, such as MARCEdit, OpenRefine, or scripting languages, batch record processing, and metadata crosswalks.
- Experience with linked data (e.g., BIBFRAME, RDF).
- Excellent interpersonal and oral and written communication skills.
- Excellent analytical and pro-active problem solving, organizational, and project management skills.
- Awareness and engagement with new trends, emerging technologies, and critical concerns in cataloging and technical services, including bias in resource description and access practices.

Rank and Salary

Appointment is expected to be at the rank of Assistant or Senior Assistant Librarian with rank and salary commensurate with qualifications and experience. Time base is up to full-time.

Application

Submit a letter of intent/interest, a current CV, and the names and contact information of three references to Elizabeth Detrich, Personnel Coordinator: edetrich@sfsu.edu. Review of applications will begin July 12, 2021. The position will remain open until filled.