**JOB DESCRIPTION**

**Revised 11/06/2017**

**POSITION: Assistant/Associate Librarian, Metadata Initiatives Librarian**

**APPOINTMENT: Twelve-month, non-tenure track, Library Faculty**

**RESPONSIBLE TO: University Librarian**

**PURPOSE:** The Metadata Initiatives Librarian is a creative and future-oriented individual that is responsible for the following duties. Helping the Mines Library enhance discovery and use of our rich collections and services. Operating collaboratively across the organization to advance the Library’s metadata program to initiate, plan, prioritize, document, and execute metadata activities. Working with the Collection Management Services team to position the Mines Library for the future of user-centered description of library collections. Delivering reference and outreach to the Mines community. Performing scholarship; involvement in professional development, activities, and service to the institution.

**I. PROFESSIONAL DUTIES (80%)**

**A. Cataloging and Data Management**

1. In accordance with international and national standards and best practices, develops and maintains local policies for, and participates in the creation of, original and complex copy-cataloging in multiple formats

2. Provides overall responsibility for the accuracy and integrity of the Mines Library’s bibliographic database

3. Evaluates and makes recommendations concerning emerging metadata standards in the library management system (LMS).

4. Explores new tools and techniques to leverage metadata for new discovery platforms

5. Oversees catalog maintenance activities, including metadata loads, record source management, and database quality control issues as they relate to bibliographic and item-level access to library resources

6. Responsibilities of the position evolve as the library environment continues to change.

7. Participates, plans, organizes, and evaluates the LMS workflows (particularly as they relate to cataloging) to maximize efficiency and responsiveness to the needs of the other library departments and of library users

8. Provides guidance and direction on issues relating to cataloging rules and procedures

9. Coordinate OCLC services and operations: introduce enhancements; notify Library's staff of system changes pertinent to their departments; train staff as required.

10. Manages authority control, including maintaining knowledge of authority control management procedures, updating and creating local authority records

11. Supervises and trains students and staff member(s) working on cataloging and metadata quality control projects, copy cataloging, and database maintenance activities

12. Works closely with the Systems staff and the Primo Technical Administrator on issues impacting discoverability and management of library resources.

**B.** **Assist in Library-wide Goals and Strategic Initiatives**

1. Provides some reference support via the Research Desk as well as virtual services.

2. Serves as a contact with selected Mines departmental faculty.

3. Develop Library-wide goals and objectives with the University Librarian, and Library faculty and staff; cooperate to prioritize programs and recommend allocation of resources.

4. Develop, communicate and interpret Library policies and procedures, provide opportunities for input, and cooperate with staff to ensure effective operation of the Library.

5. Identify and pursue funding opportunities for the Library, as appropriate.

**II. SCHOLARSHIP AND PROFESSIONAL DEVELOPMENT (10%)**

A. Engage in research, disseminate the results through publication, presentations, websites, internal distribution, and peer networking.

B. Interact and cooperate with the library community on a university, state, regional, national, and consortial level.

**III. SERVICE (10%)**

A. Participate in the governance of the university through campus committees and organizations.

B. Represent the Library to its patrons throughout the School of Mines and external community.