UNIVERSITY OF DALLAS

Cataloging and Metadata Librarian

JOB DESCRIPTION

The University of Dallas Cowan-Blakely Memorial Library invites applications for the position of Cataloging and Metadata Librarian. This is a Library Faculty, non-tenured position.

The Cataloging and Metadata Librarian will report to the Associate Dean and Director of the Cowan-Blakley Memorial Library. This position provides direction, vision, and expertise to enhance the discoverability of library collections, the quality, and application of metadata; and contributes to improving accessibility of the library's resources through cataloging and metadata projects. This position is responsible for performing original cataloging of eresources based on current standards, database maintenance, and authority control; and works collaboratively with other library faculty to facilitate timely and accurate cataloging and authority control.

PRIMARY RESPONSIBILITIES

- Maintain the library's cataloging, authority control, and subject classification records in the online catalog.
- Perform original cataloging of eresources, including ebooks, audio, and digital video.
- Original cataloging and classification of library monographs
- Responsible for maintaining the library's cataloging, authority control, and subject classification records in the online catalog.
- Perform original and copy cataloging for unique materials in all formats.
- Resolve cataloging and classification problems by consulting cataloging standards.
- Keep accurate cataloging statistics. Prepare any necessary statistical reports for library and university administration.
- Implement Resource Description and Access (RDA).
- Manage technical issues with cataloging software systems and submits support cases to library vendors
- Initiate and lead cataloging projects to improve the discoverability of eresources in the online catalog.
- Coordinate and carry out projects to maintain and improve access to tangible and digital materials, including resolution of cataloging problems, and management of resource linking in the online catalog
- Coordinate acquisitions of new tangible and digital monographs, DVDs, and other collection formats as appropriate and as requested;
- Collaborate with library colleagues on planning, implementation, and management of new technologies and services.
- Serve as the library's OCLC Connexion administrator.
- Serve as a member of the reference team, assisting with reference desk staffing as necessary.
- Other duties as assigned to ensure the efficient and effective operation of the Cowan-Blakley Memorial Library.

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MINIMUM REQUIREMENTS

- Master's degree from an ALA-accredited Library Science program and at least three (3) years of cataloging services experience.
- Working knowledge of print and electronic cataloging and authority control methods.
- Proficiency in all Microsoft Office programs, including Word, Excel, and PowerPoint.
- Detailed knowledge of automated cataloging using modern metadata standards, authority control, and acquisitions processes, including Library of Congress classification, AACR2, MARC21, RDA, etc.

PREFERRED QUALIFICATIONS

- Familiarity or ability to become proficient in using OCLC Connexion, SirsiDynix Workflows, and OpenAthens administration.
- Knowledge of cataloging in one or more modern languages is preferred.

ADDITIONAL INFORMATION

- Supervises work study students in cataloging and in other areas as needed.
- Strong interpersonal and communication skills and the ability to work with a diverse group of faculty, staff, students, and library patrons.
- Excellent analytical, organizational, and time-management skills: ability to initiate, plan, and successfully carry out projects and meet goals and deadlines.
- Problem-solving and troubleshooting skills.

APPLICATION

Applications for the position should be made online at https://hr.udallas.edu/apply/.

Applicants should submit a cover letter detailing how they will support the University' Mission.

WHO WE ARE

The University of Dallas is a Catholic university that seeks to educate the whole person, encouraging its students to pursue wisdom, truth and virtue as the proper and primary ends of education (http://www.udallas.edu/about/mission.php). All faculty members are expected to understand and support the mission.

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; tuition benefits for employees and their families; and matching retirement plan contributions.

The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.

The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.