



# EMPLOYMENT OPPORTUNITIES

[siue.edu/humanresources](http://siue.edu/humanresources)

SOUTHERN ILLINOIS UNIVERSITY  
**EDWARDSVILLE**

Faculty Position FY19-121

January 17, 2019

## Position Title

Catalog & Metadata Librarian, Assistant or Associate Professor

## Hiring Unit

Library and Information Services

## Job Description/Responsibilities

Southern Illinois University Edwardsville, Library and Information Services invites applications from dynamic, proactive, and service-oriented candidates for the position of Catalog & Metadata Librarian. The successful candidate will be an enthusiastic, innovative, collegial, user-focused librarian who will provide leadership in Technical Services.

As a member of the library faculty, this position participates in library governance activities, provides expertise regarding innovations and trends relating to the discovery and access of library materials, contributes to creative and scholarly research, and participates in campus-wide committees.

Reporting to the Interim Dean the selected candidate will:

- Serve as a forward-thinking leader within the beyond Library Technical Services on matters of resource description, access, and metadata management.
- Focus on the creation, maintenance, and enrichment of metadata representing the library's digital, physical, and virtual collections.
- Manage the ongoing work of the cataloging team and is responsible for the cataloging of materials in all formats, including print and electronic resources.
- Work closely with colleagues to evaluate and document policies, procedures and workflows for cataloging, database maintenance, and MARC and non-MARC metadata creation within the library.

Primary duties and responsibilities:

- Manages daily work and supervision of the cataloging unit of Library Technical Services including original cataloging, copy cataloging, metadata creation, database maintenance.
- Responsible for oversight of all aspects of record quality and catalog integrity.
- Performs original and copy cataloging, creates and maintains metadata for library materials in all formats, including books, serials, audio-visual, digital and electronic resources.
- Creates original bibliographic metadata records following RDA, Library of Congress Classification Schedules, and Library of Congress Authority Files.
- Collaborates with colleagues in identifying and creating record format specifications and developing procedures for importing/exporting, batch data processing, and integrating records from multiple sources in MARC and non-MARC schema.
- Assists in developing and refining guidelines and procedures for descriptive standards in digital collections appropriate for the library's current and future content management systems.
- Participates in development and implementation of the library's discovery service.
- Participates in the inventory and ongoing weeding of the collection; leads in the development and implementation of weeding project plans.
- Compiles and analyzes annual cataloging statistics for reporting to internal and external requests.
- Develops training materials and documentation for library staff in the application of metadata standards and cataloging policy and procedures.
- Engages in continuous professional development to keep up with current and developing standards and practices for metadata and cataloging.
- Performs other duties as required or assigned.

All LIS faculty and staff are responsible for working collaboratively to achieve University and LIS goals and objectives.

## About SIUE

Southern Illinois University Edwardsville is a nationally recognized university that provides students with a high-quality, affordable education that prepares them for successful careers and lives of purpose. Built on the foundation of a broad-based liberal education, and enhanced by hands-on research and real-world experiences, the academic preparation SIUE students receive equips them to thrive in the global marketplace and make our communities better places to live.

Situated on 2,660 acres of beautiful woodland atop the bluffs overlooking the natural beauty of the Mississippi River's rich bottom land and only 25 minutes from downtown St. Louis, the SIUE campus is home to a diverse student body of more than 14,000.

SIUE is educating and developing professional and community leaders through excellent faculty and programs. U.S. News & World Report Best Colleges of 2018 lists SIUE among the top 15 public Regional Universities Midwest for the 14th consecutive year.

Fully certified at the Division I level by the NCAA, SIUE is a member of the Ohio Valley Conference and the Mid-American Conference (MAC) (men's soccer & wrestling). The city of Edwardsville is consistently cited as one of the top cities in Illinois for families, based on several factors, including affordability, green spaces, excellent schools, low crime rate, financial stability and philanthropic spirit.

Learn more at [siue.edu](http://siue.edu).

*Continued...*

## Minimum Qualifications

- M.L.S. from an American Library Association-accredited library/information school.
- Knowledge, skills, and abilities required:
- Demonstrated knowledge of cataloging standards and tools including AACR2/RDA, LCC, LCSH, MARC21, FRBR, and OCLC Connexion.
- Demonstrated knowledge of one or more non-MARC metadata schemes such as Dublin Core, EAD, METS, MODS, etc.
- Demonstrated ability to supervise.
- Demonstrated and effective project management and problem-solving skills.
- Proven capability for managing a variety of tasks and multiple priorities.
- Demonstrated ability to work independently and collaboratively in a team environment.
- Demonstrated initiative and proven ability to learn new technologies and adapt to changes in the profession.
- Proficient with Microsoft Office applications (especially MS Excel).
- Proven ability and willingness to share expertise with colleagues.
- Strong service orientation and awareness of end user needs as related to cataloging policies and procedures.
- Excellent oral, written, and interpersonal communication.

## Preferred Qualifications

- Demonstrated effective supervisory or leadership experience.
- Previous experience with academic library cataloging and metadata creation of materials in all formats, including electronic/digital resources.
- Previous experience using cataloging standards and tools such as AACR2/RDA, MARC, LCC, LCSH, MARC21, and OCLC Connexion.
- Previous experience with integrated library systems, such as Voyager or Alma, or unified resource management systems, and online bibliographic utilities.
- Experience with metadata issues related to the discovery of academic resources with next-generation discovery platforms and other web-based search engines.
- Experience planning and implementing metadata schema for digital collections.

## Source of Funds

State

## Salary

Minimum of \$50,000. Negotiable dependent upon credentials and experience. We welcome early career librarians, Salary is dependent upon post-MLS experience and credentials. Excellent benefits package.

## Terms of Appointment

Assistant or Associate Professor, 12-month continuing contract, tenure-track position. To successfully achieve tenure, the successful candidate must demonstrate continued achievement in librarianship, scholarship and service in order to meet library and University criteria for tenure and promotion.

## Application Process

To apply, submit a letter of application, curriculum vitae/resume, contact information for three professional references, and copies/scans of all transcripts to: [lscatur@siue.edu](mailto:lscatur@siue.edu)

Or mail to:

Catalog & Metadata Librarian Search Committee  
Southern Illinois University Edwardsville Lovejoy Library  
Campus Box 1063  
Edwardsville, IL 62026-1063

## Application Deadline

All application materials should be submitted to the department by February 15, 2019.



Southern Illinois University Edwardsville is a state university. Benefits under state sponsored plans may not be available to holders of F1 or J1 visas. Applicants will be subject to a background check and/or drug screening prior to an offer of employment.



SIUE is an Equal Opportunity Employer committed to an inclusive and diverse workforce. We will not discriminate against any person on the basis of age, color, disability status, gender, marital status, national

origin, race, religion, sex, sexual orientation, or veteran status. We encourage applications from women, minorities, protected veterans and people with disabilities. In compliance with the ADA Amendments Acts (ADAAA), if you have a disability and would like to request an accommodation in order to apply for a position with SIUE, please call 618-650-2190 or email [EmploymentHR@siue.edu](mailto:EmploymentHR@siue.edu).

The SIUE Annual Security and Fire Safety Report is available online at [siue.edu/securityreport](http://siue.edu/securityreport). The report contains campus safety and security information, crime statistics, fire safety policies, and fire statistics for the previous three calendar years. This report is published in compliance with Federal law, titled the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" and the Higher Education Opportunity Act also known as the "Campus Fire Safety Right to Know." For those without computer access, a paper copy of the report may be obtained, with a 24-hour notice, from the Office of the Vice Chancellor for Administration, Rendleman Hall, Room 2228, 618-650-2536.

# SIUE