



Howard University Position Listing

Job Title: Metadata Librarian - Cataloging/Metadata & Resource Services
Job ID: 30438
Location: Howard University
Full/Part Time: Full-Time
Regular/Temporary: Regular

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Howard University Mission

Howard University is a comprehensive, research-oriented, historically Black private university providing an educational experience of exceptional quality to students of high academic potential with particular emphasis upon the provision of educational opportunities to promising Black students. Further, the University is dedicated to attracting and sustaining a cadre of faculty who are, through their teaching and research, committed to the development of distinguished and compassionate graduates and to the quest for solutions to human and social problems in the United States and throughout the world.

Position Compensation

Salary commensurate with qualifications, education & University guidelines.

Position Information

BASIC FUNCTION:

This position blends emerging metadata applications with traditional cataloging. This person will be responsible for original, complex and copy cataloging of materials in all formats including electronic resources; the retrospective conversion of the bibliographic records in the Moorland-Spingarn collection; and the processing/acknowledgment of gift books.

SUPERVISORY ACCOUNTABILITY:

Assist the Head of Metadata and Resource Description Services in the review and implementation of new workflows as technologies change; and help provide departmental supervision and training of staff and student assistants in cataloging and support tasks.

NATURE AND SCOPE:

Internal contacts include administrators, staff, faculty and student workers. External contacts include vendors and other catalogers and technical service professionals within the Washington Research Library Consortium (WRLC).

PRINCIPAL ACCOUNTABILITIES:

Perform original, complex, and copy cataloging of library resources in all formats and languages collected by creating descriptive and subject access to print, media, and digital materials using current cataloging and metadata and descriptive standards, including RDA, AACR2, MARC 21 Bibliographic Format, Library of Congress classification scheme, and Dewey Decimal classification scheme according to the 23rd edition.

Perform cataloging in the following areas: 1) non-book materials, including serials; 2) rare or other special collections items; 3) items in non-roman scripts; 4) other foreign language material lacking copy at time of receipt; and 5) items with copy containing errors or problems beyond the scope of copy cataloging personnel.

Alter bibliographic copy, treatments, or classification of previously cataloged materials in their assigned collections in order to achieve optimum bibliographic control and access.

Provide training for cataloging of electronic resources.

Oversee all cataloging activities related to electronic resources such as abstracts and indexes, full text journals and documents.

Recommend procedures for ongoing data correction, import and export.

Provide and maintain in real time bibliographic linkages to electronic resources, including serial records in a link resolver.

Assist with the monitoring, evaluating and upgrading the library's Integrated Library System.

Work collaboratively with bibliographers and publishers/vendor representatives to organize electronic resources trials and schedule vendor training opportunities.

Develop and manage workflow and assure timely processing and continuous access to all electronic resources.

Collaborate with other librarians to address access issues. Resolve electronic resources problems referred by other library staff. Communicate with other units of the libraries regarding electronic access issues.

Maintain statistics and assess efficiency and effectiveness of all functional programs.

Perform other duties as assigned to advance the strategic goals of the library in connection with the strategic goals of the university.

CORE COMPETENCIES:

Experience with an integrated library system such as Voyager and its Cataloging module.

Knowledge of principles, procedures, and practices associated with the cataloging function. Experience using the OCLC Connexion Client 2.30.

Experience working with standard metadata formats from the library, digital library and publishing communities (e.g., MARC, EAD, METS, MODS, DUBLIN CORE). Experience selecting and applying controlled vocabularies and ontologies to digital library projects.

Superior oral and written communication including the ability to communicate technical information clearly and effectively.

A record of professional participation and accomplishment.

A demonstrated ability to lead in a rapidly-changing environment, and to work in collaborative environments.

MINIMUM REQUIREMENTS:

ALA-accredited MLS, MIS, MIM, or a master's degree in a related field. Minimum of two (2) years of professional cataloging experience.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

Equal Employment Opportunity

The University does not discriminate on the basis of race, color, national and ethnic origin, sex, marital status, religion, or disability.

Inquiries regarding provisions for persons with disabilities, equal employment opportunity and Title IX should be directed to the Office of the Assistant Vice President for Human Resource Management at (202) 806-5500.

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