

## Cataloging & Metadata Librarian

The [Loyola Notre Dame Library](#) seeks a dynamic, creative, and experienced librarian to join our Cataloging & Metadata Unit. The Cataloging & Metadata Librarian will provide strategic direction and innovative leadership in metadata services for a unit actively engaged in meeting evolving trends in information, organization, discovery, and access.

The successful candidate will work collaboratively with other units in the library, including Technology Services and Archives and Special Collections, to establish best practices supporting discovery and stewardship of physical and digital collections by undergraduates, graduates, and faculty at [Loyola University Maryland](#) and [Notre Dame of Maryland University](#). The candidate will recommend and implement metadata schema, provide training and awareness relative to the creation and use of metadata records, and develop metadata policies, procedures, and workflows. The Cataloging & Metadata Librarian maintains an awareness of emerging trends at the national level and their implications for local and consortial practices including linked data and metadata for digital scholarship. The successful candidate will supervise up to two metadata specialists and coordinate cataloging operations. This position reports to the Head of Collections and Technology Services.

### Position Responsibilities:

- Coordinate departmental policies and supervise staff, training, and operations related to cataloging, batch loads, bibliographic maintenance, and collection maintenance such as repair of general collection damaged books and item withdrawals;
- Implement a nationally accepted metadata standards infrastructure to ensure that all content is discoverable and accessible using best practices to create policies, procedures, and workflows;
- Coordinate maintenance of the ILS and other cataloging-related systems;
- Perform original cataloging for unique materials in all formats;
- Maintain statistics and generate reports for unit;
- Perform liaison duties to promote services and resources to faculty;
- Together with colleagues in the [University System of Maryland and Affiliated Institutions](#) develop and maintain cataloging policies, maintenance standards, and best practices for a seventeen-library, shared ILS environment;
- Perform other duties as assigned.

### Required Qualifications:

- ALA-accredited Master's in Library/Information Science;
- 2+ years original cataloging/metadata creation experience in an academic library within the last five years;
- Demonstrated knowledge of classification standards (LCSH), authority records, and current cataloging rules and standards (e.g., AACR2, RDA, MARC, DACS);
- Experience with national bibliographic utilities (OCLC), integrated library systems, and digital content management systems;
- Experience using MarcEdit and Macro Express;
- Demonstrated experience of encoding standards such as Dublin Core and MODS/METS or Premis;
- Demonstrated experience developing metadata crosswalks;
- Demonstrated effective oral, written, and interpersonal communication skills;
- Demonstrated analytical skills;
- Supervisory experience;
- Ability to work creatively and effectively both individually and collaboratively;
- Ability to thrive in a changing work environment and demonstrated commitment to professional development.

## Preferred Qualifications:

- Experience operating within a consortium library environment;
- Working knowledge of Ex Libris' Aleph;
- Working knowledge of data management issues and trends including methods of organizing and managing research data as well as consulting on data management plans;
- Working knowledge of XML and other related technologies;
- Knowledge of emerging metadata transfer specifications such as OAI-PMH or OAI-ORE;
- Demonstrated effective project management skills.

## About the Library:

The [Loyola Notre Dame Library](#), located in northern Baltimore City, is a member of the [University System of Maryland and Affiliated Institutions](#) and serves [Loyola University Maryland](#) and [Notre Dame of Maryland University](#). The library serves as an integral part of the campuses by providing information services and resources to support the academic programs and educational concerns of the two institutions. Loyola University Maryland, a member of the [Association of Jesuit Colleges and Universities](#), is recognized for excellence in teaching and learning. Notre Dame of Maryland University is a leader in the education of women and non-traditional students. The Library serves a student population of 6,160 FTE.

The Library offers an excellent benefit package that includes medical, access to dental, life, disability insurance, and TIAA-CREF retirement. Librarians also receive support for professional development. Successful candidates will be subject to a pre-employment background check.

The Loyola Notre Dame Library is an equal opportunity employer and does not discriminate on the basis of race, color, national and ethnic origin, religion, sex, sexual orientation, disability, or age.

**Application Procedures:** Review of applications will begin immediately and the position will remain open until filled. Please submit electronically a resume, cover letter, and a list of three (3) work-related references with “**Cataloging & Metadata Librarian**” in the subject line to Lorena Dion, Administrative Operations Coordinator: [ldion@loyola.edu](mailto:ldion@loyola.edu).