Cataloging & Metadata Librarian

The Loyola • Notre Dame Library seeks a dynamic, innovative, and experienced librarian to join our Cataloging & Metadata Department. The Cataloging & Metadata Librarian will provide leadership and direction for metadata creation, standards, and operations for a department actively engaged in the transformation of its skills and workflow to meet evolving trends in information, organization, discovery, and access.

The successful candidate will communicate effectively and work collaboratively with other units in the library to recommend and implement metadata schema, coordinate traditional cataloging operations, and establish best practices to support the discovery and delivery of library, archives, and special collections materials to a diverse population of undergraduates, graduates, and faculty at Loyola University Maryland and Notre Dame of Maryland University.

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, knowledge base, and other cataloging-related systems;
- Perform original cataloging for unique materials in all formats;
- Maintain statistics and generate reports for department;
- Perform liaison duties to promote services and resources to faculty;
- Together with technical services staff in the Maryland Interlibrary Consortium (MIC) develop and maintain cataloging policies, maintenance standards, and best practices to benefit a four-library, shared ILS environment;
- Participate in other department and library-wide initiatives 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;
- Working knowledge of Dublin Core;
- Demonstrated effective oral, written, and interpersonal communication skills;
- Demonstrated effective project management and 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:

- Working knowledge of Ex Libris’ Voyager;
- Working knowledge of best practices for managing and preserving digital collections;
- Working knowledge of data management issues and trends including methods of organizing and managing research data as well as consulting on data management plans;
- Knowledge of multiple formats for representing data such as XML or JSON;
- Knowledge of emerging metadata transfer specifications such OAI-PMH or OAI-ORE;
- Working knowledge of EAD and PREMIS.
About the Library:

The Loyola • Notre Dame Library is one of two independent academic libraries in the United States. Situated between two adjoining campuses (Loyola University Maryland and Notre Dame of Maryland University) in a residential area of northern Baltimore City, the Library serves a total population of 8,354 FTE including 6,396 FTE at Loyola University Maryland, recognized for excellence in teaching and learning, and 1,958 FTE at Notre Dame of Maryland University, a leader in education of women.

The Library offers an excellent benefit package that includes medical, access to dental, life, and disability insurance, as well as TIAA-CREF retirement. 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, 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 Position” in the subject line to Lorena Dion, Administrative Operations Coordinator: ldion@loyola.edu.