# Cataloguing & Metadata Librarian
# Tenure Track

Cataloguing & Metadata Division
Queen Elizabeth II Library

Memorial University of Newfoundland invites applications for a tenure track position in the Memorial University Libraries system.

### The person we want to hire

Memorial University Libraries is seeking a creative, collegial, and collaborative librarian who stands at the intersection of traditional cataloguing, modern metadata, Linked Data, and digital scholarship. The person we want to hire will be versatile, forward-thinking, and able to pivot from refining MARC cataloguing data to providing guidance on metadata best practices for digital objects. This person will extend the reach of Cataloguing & Metadata by helping to craft the Division's approach to the evolving world of library data and by sharing the Division's expertise in description and discovery with the community of Memorial University scholars.

The successful candidate will hold a graduate degree from an ALA-accredited program in library and information science, and have experience working in an academic, government, or other large research library. They will be proficient in MARC 21, Dublin Core, Original RDA, and LCC/LCSH, and must demonstrate a strong understanding of authority control, XML, FRBR-LRM, and BIBFRAME. The ideal candidate will have strong analytical and problem-solving skills and be both practical and innovative in approach. They will have excellent interpersonal abilities and enthusiasm for working collaboratively to support initiatives that enhance the research and learning experience of Memorial University students, faculty, and staff.

### Responsibilities:

- Collaborate with the Division's librarians to deliver a range of cataloguing and metadata services and to develop a Divisional Linked Data strategy
- Collaborate across Divisions to provide project-based metadata support
- Collaborate with constituencies within Memorial University Libraries, Memorial University, and the broader community
- Extract, transform, and load bibliographic and holdings data housed in our library services platform
- Catalogue materials in a range of formats, adhering to international standards (e.g., MARC, RDA, NACO, LCSH, LCC, MeSH, NLM, etc.) and local policy decisions
- Advise on Divisional policies, standards, and workflows for resource description
- Serve on library, university, and professional committees
- Engage in research and scholarly activities

**Required Qualifications:**

- ALA-accredited Master's degree in Library and Information Science
- 2-3 years' experience in an academic, government, or other large research library
- Experience working with cataloguing standards (e.g., MARC, RDA, NACO, LCSH, LCC, MeSH, NLM, etc.)
- Experience working with metadata standards (e.g., DC, METS, MODS, PREMIS, etc.)
- Working knowledge of metadata tools and systems for creating, editing, harvesting, and transforming metadata (e.g. MarcEdit, XML, OpenRefine, Oxygen, OAI-PMH)
- Demonstrated familiarity with Linked Data and BIBFRAME
- Experience working with a digital assets management system (e.g., ContentDM, EPrints, Archive-It!, Dataverse, etc.)
- Awareness of current issues and trends in electronic resource management, metadata management, and technology as it relates to metadata management
- Aptitude for complex, analytical work with an attention to detail
- Ability to adapt to changing technology and library systems
- Excellent oral and written communication skills

**Preferred Qualifications:**

- Familiarity with a scripting language, regular expressions, Alma and AlmaAPIs such as AlmaRefine, etc.
- Experience in name authority work and disambiguation systems such as NACO, ORCID, and VIAF
- Familiarity with special cataloguing areas such as maps, serials, or government documents

**Who we are**

The Cataloguing & Metadata Division is located in the Queen Elizabeth II Library, the central library in the Memorial University Libraries system. The Division is the largest technical services unit in the library system and is responsible for description of a large research collection in all formats for all our libraries, as well as for digital library metadata. Memorial University Libraries is proud of our open access initiatives, including our Digital Archives Initiative and our Research Repository. Memorial University Libraries uses Ex Libris Alma, Primo, Rapido, Rialto, and Leganto. Librarians at Memorial University Libraries are part of the Memorial University of Newfoundland Faculty Association (MUNFA). For more information about MUNFA, see https://munfa.ca/ Memorial University Libraries contributes to and supports the University's research agenda and student success at all levels. For more details about Memorial University Libraries, visit our website at: http://www.library.mun.ca

Memorial University is committed to employment equity, diversity, inclusion and anti-racism, and encourages applications from all qualified candidates, including: women; people of any sexual orientation, gender identity, or gender expression; Indigenous Peoples; visible minorities, and racialized people; and people with disabilities. All applicants are invited to identify themselves as a member of an equity-deserving group(s) as appropriate. Applicants cannot be considered as a member of an equity-deserving group(s) unless they complete an employment equity survey. Memorial is committed to providing an inclusive learning and work environment. If there is anything we can do to ensure your full participation during the application process please contact equity@mun.ca directly and we will work with you to make appropriate arrangements.

We acknowledge that the lands on which Memorial University's campuses are situated are in the traditional territories of diverse Indigenous groups, and we acknowledge with respect the diverse histories and cultures of the Beothuk, Mi'kmaq, Innu, and Inuit of this province.

Memorial has an all-Indigenous Committee on Ethical Research Impacting Indigenous Groups (CERIIG) to ensure research, including classroom research, meets high standards of ethics and responsibility. For more information, including on the university's Indigenization Strategy, see the Vice President (Indigenous) website: https://www.mun.ca/indigenous/

Memorial University is the largest university in Atlantic Canada and has a special obligation to the people of this province. As the province's only university, Memorial plays an integral role in the education and cultural life of Newfoundland and Labrador. Offering diverse undergraduate and graduate programs to 19,000 students, Memorial's St. John's campus provides a distinctive and stimulating environment for learning in the capital city, which has a vibrant cultural life and access to a wide range of outdoor activities.


**Salary**
An appointment at the rank of Librarian I or Librarian II is anticipated. Salary is based on experience and qualifications. The salary floors for a Librarian I and II are $64,018 and $73,286 respectively, as of September 1, 2023.

**To apply:**
Please submit a letter of application, curriculum vitae, and the names and addresses of three referees, stating competition #F01360-2024-11, no later than April, 5, 2024, electronically or in writing to:

Dr. Dianne Keeping
Dean of Libraries
Memorial University Libraries
St. John's, NL
Email: deanoflibraries@mun.ca