

JOB INFORMATION

Effective Date	7/12/2022
Job Code:	2515
Job Title:	Catalog/Metadata Librarian
Salary Grade/Structure:	040 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Library
Job Family:	Library
Job Summary	The Catalog and Metadata Librarian provides leadership, guidance, and expertise to the team for original, adjusted and copy cataloging, and bibliographic control for a wide range of materials in various formats as well as metadata for library digital projects. The position leads planning, evaluation and implementation of metadata and cataloging policies, standards, procedures, workflows, as well as representing the library in implementing cataloging policies and procedures.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
Master's Degree	Master of Library Science degree from an ALA accredited school.	Required	
Master's Degree	Second Masters degree.	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs	Minimum six months of cataloging experience in an academic library environment.	Required	
Less than 3 yrs	At least one year of supervisory experience.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
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Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Knowledge of current descriptive and subject cataloging practices such as RDA, AACR2, LCSH, LCC, MARC21 formats, and authority control. 	Proficient
<ul style="list-style-type: none"> Knowledge of one or more non-MARC metadata formats, especially EAD, Dublin Core. 	Skilled
<ul style="list-style-type: none"> Knowledge of trends, issues, and accepted practices relevant to library services. 	Skilled
<ul style="list-style-type: none"> Demonstrated experience in using cataloging tools such as OCLC Connexion and MarcEdit to perform original and complex copy cataloging within an Integrated Library System. 	Proficient
<ul style="list-style-type: none"> Proficiency in use of various PC applications (ex. Word, Excel) and assessment or visualization tools. 	Skilled
<ul style="list-style-type: none"> Understands integrated library systems, such as ALMA/ Primo. 	Skilled
<ul style="list-style-type: none"> Demonstrates the ability to apply those skills and knowledge to competently perform his/her job duties and assignments. 	Skilled
<ul style="list-style-type: none"> Strong interpersonal, oral and written communication skills. 	Skilled
<ul style="list-style-type: none"> Ability to work both independently and collaboratively in a collegial and diverse environment. 	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Produces original and complex copy cataloging in a variety of formats for the library collections and Archives and Special Collections materials according to national, shared system, and local standards; performs general catalog maintenance such as bibliographic records enhancement, reclassification, and subject analysis using MARC/RDA format. 	30%
<ul style="list-style-type: none"> Collaborates with other library units to develop, implement, assess, and refine metadata workflows, policies, and procedures for the library's digital collections within Institutional Repository. 	15%
<ul style="list-style-type: none"> Trains cataloging staff in cataloging/metadata standards, new technology applications, systems, and tools to continuously improve cataloging/metadata efficiency and quality; supervises daily operations of a copy cataloger and student workers. 	15%
<ul style="list-style-type: none"> Maintains Cataloging Procedures manual to document all current cataloging and processing procedures. Compiles statistical reports regarding bibliographic data of collection. 	10%
<ul style="list-style-type: none"> Oversees and maintains library's government documents collection to ensure compliance with FDLP regulations. 	10%
<ul style="list-style-type: none"> Serves as a library faculty liaison and participates in collection development to assigned disciplines. 	5%
<ul style="list-style-type: none"> Participates in scholarly and professional activities including publication of journal articles and book reviews, and presentations at regional and national professional conferences that contribute to the practice of academic librarianship. 	5%
<ul style="list-style-type: none"> Participates in and contributes to departmental, library and campus-wide, system wide committees or working groups as well as the profession at a regional, national, and/or international level. 	5%
<ul style="list-style-type: none"> Other related duties as assigned. 	5%

PRE-EMPLOYMENT

MVR:	No
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Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description

