



# UNIVERSITY LIBRARIES

## Field Study Program

*To apply for the position, please submit your resume to the email address below.*

**Name of Requester** Beth Guay **Date Submitted** 7/25/11

**Division/Unit** Technical Services Division **Email** [baquay@umd.edu](mailto:baquay@umd.edu)

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### **Descriptive Overview:**

The purpose of the field study is to enhance/create a relational database to be used as a tool in managing the electronic resources cataloging work within the Technical Services Division (TSD) of the UM Libraries. E-resources cataloging is performed by staff in the Metadata Services Dept. within TSD. Candidates for this field study should have sound experience working with relational databases, preferably with Microsoft Access.

### **Duties and Responsibilities:**

- Review the current design and functionality of the Microsoft Access database created to manage the MARC record sets workflow.
- Enhance and/or redesign the current database, incorporating the management of e-resources cataloging received via other channels, e.g., via firm orders or subscriptions (print-outs placed in a physical queue); via publisher/provider alert services addressed to an e-journals or e-books reflector, etc.
- Integrate utilization of library metadata standards to ensure database integrity and interoperability with external resources, e.g., ERMS.
- Provide a brief report noting the improvements made and/or potential future development.
- Provide documentation and training, time permitting, to staff in the unit who may be designated to maintain the database.
- The successful candidate will gain experience with library technical services operations and exposure to metadata standards, e.g., MARC, RDA, VIAF, RDF.