



UNIVERSITY LIBRARIES

Field Study Program

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

Name of Requester Kathy Glennan **Date Submitted** July 19, 2011

Division/Unit TSD/Metadata Services Dept. **Email** kglennan@umd.edu

Descriptive Overview: Provide a brief and descriptive summary of the purpose of the position.

For the Field Study Project, the graduate student will work on the hidden collection of books and scores identified as a priority for Special Collections in Performing Arts. Tasks include searching the items in OCLC, performing cataloging, and identifying which items need to be sent to Conservation. Work will be reviewed by the faculty music cataloger; feedback will be provided on an ongoing basis.

Duties and Responsibilities: Provide a bulleted list of duties and responsibilities. List the top five to seven work activities can be listed below.

- Search OCLC to identify best matching copy when available; update the copy found to conform to local cataloging policy.
- Create new records if no match is found in OCLC, using the Connexion software and online cataloging tools.
- Export the completed record to the library's ILS (USMAI).
- Report out headings that lack authority records in the LC/NACO Authority File.
- Identify cataloged items that need to be sent to Conservation.