FOR LIBRARY HR USE ONLY—Position Number

**Nature of Work**
Responsible for coordination and management of activities related to complex problem solving, database corrections, metadata enhancement and quality control, and advanced copy and original cataloging of collections at University of Maryland Libraries. Independently performs complex problem solving related to bibliographic database corrections, advanced copy cataloging, and quality control in catalogUSMAI, WorldCat, the WorldCat knowledge base, Digital Collections, and various digital library systems. Applies relevant national, University System of Maryland and Affiliated Institutions (USMAI), and local policies. Works with library resources in all subjects, in various languages, and in a variety of formats, both tangible and electronic. Provides support for library personnel for resolution of problems with bibliographic, holdings, and item records. Participates in planning and implementation of policies, workflows, and special projects to achieve departmental goals and objectives. Assists in the planning and management of assigned projects; on occasion may take a leadership role on a project. Participates in committees and group activities in the department, division, and University Libraries.

**Duties and Responsibilities** *(Indicate % of time spent on job duties)*

**Primary Job Responsibilities (40%)**
Coordinates and participates in maintaining the accuracy of bibliographic description and holdings information and ensuring discovery and access of print and electronic materials. Manages multiple workflows from different sources and with competing priorities.

- Manages and coordinates copy cataloging of library materials ensuring accurate bibliographic and holdings information in catalogUSMAI and activation in the WorldCat knowledge base if applicable.
- Coordinates all ebook activation and quality control workflows in the WorldCat knowledge base and supports projects to enhance and improve WorldCat knowledge base collections.
- Creates descriptive metadata for library materials including special collections. Uses internationally recognized standards such as Describing Archives: A Content Standard (DACS), Encoded Archival Description (EAD), Resource Description and Access (RDA) and Machine Readable Cataloging (MARC), Dublin Core (DC), as well as local standards for description.
Independently performs complex copy cataloging, including enhancement where appropriate, of library materials in a variety of formats and languages. Cataloging requires knowledge of workflow processes and clear understanding of acceptable practices and policies.

Creates, edits, and deletes holdings and item records in local bibliographic databases, in the course of cataloging, collection relocation, or systematic bibliographic database cleanup activities. Creates and updates call numbers according to Library of Congress guidelines to ensure unique classification numbers.

Supports Digital Collections and archival metadata management systems with metadata enhancement and quality control, following guidelines supplied by the relevant project plans.

Drafts and reviews documentation as appropriate.

Secondary Job Responsibilities (35%)

Complex metadata creation and remediation

- Creates descriptive metadata for digitized materials from special collections and performs quality control on metadata created throughout the Libraries. Uses internationally recognized metadata standards such as Dublin Core and helps implement linked data in the library’s digital collections.
- Performs metadata parsing, manipulation, normalization, and reconciliation activities using tabular data formats (such as spreadsheets) in support of digital collections and projects.

Follows and applies national and local standards and guidelines

- Independently applies departmental documentation, judgment and experience in the course of work. Understands when to make an exception to national or local standards and practices. Knows when and how to refer a problem to or to seek clarification from appropriate person or unit.
- Applies institutional preservation guidelines to ensure materials go to shelves in appropriate condition for use. Alerts Preservation Department when special attention is needed.
- Reports need for correction of records to consortium institutional contacts when appropriate.

Collaboration and Communication (10%)

- Works and communicates effectively as a member of the unit, department, and division. Stays informed about issues relevant to the work.
- Collaborates with Library personnel to identify and report problems with data integrity, to provide or contribute to solutions to systematic problems, and to develop or improve service, policies, workflows and procedures.
- Regularly tracks and reports statistics through the online statistics form.
- Provides support to colleagues on workflows and projects.

Professional Development (10%)

- Acquires new skills, knowledge, and competencies needed to improve work processes, and shares them with the appropriate colleagues.
● Attends professional development opportunities in subjects related to assigned responsibilities.

*Other Duties and Responsibilities (5%)*

● Performs other duties as assigned.

**PHYSICAL DEMANDS**

● Able to work for extended periods at a computer screen using a graphical user interface, in a multiple window environment with a variety of font sizes.
● Able to maintain sustained concentration with detailed work.
● Moderate physical activity is required for lifting books, pushing book trucks, and packing/disposing of materials.
● Able to lift heavy materials, work with dusty materials, and carefully handle materials in poor condition.
● Requires traveling to other buildings on campus and working in a variety of situations.

**SUPERVISORY RESPONSIBILITIES**

None.

**QUALIFICATIONS (Knowledge, skills, and abilities)**

**EDUCATION**

*Required:* Bachelor's degree from an accredited college or university, or an equivalent combination of education and experience.

**EXPERIENCE (Be specific, indicate the minimum years of experience and skills needed):**

*Required:* Five years progressively responsible relevant experience in an academic or research library in bibliographic database management, copy cataloging, or activities related to the primary duties of the position. Proficiency with searching and retrieving bibliographic records in integrated library systems. Proficiency with the Windows interface, desktop computer applications, and a major email client. Experience with Microsoft Office products, including Excel. Able to work in the environment described in “Physical Demands.” Able to take direction, as well as work independently, as part of a unit and department in a production-oriented, quality focused, dynamic environment. Excellent interpersonal and communication skills. Evidence of strong customer service orientation.

*Preferred:* Demonstrated knowledge of cataloging standards and practices including access point verification, cataloging rules such as the Anglo-American Cataloguing Rules 2nd Ed. (AACR2) or Resource Description and Access (RDA), LC classification, LCSH, and MARC bibliographic, holding and authority formats. Familiarity with OCLC Connexion (client or browser). Proficiency with Microsoft Excel. Familiarity of non-MARC metadata standards, such as Dublin Core. Reading knowledge of one language other than English.
Employee’s Signature          Date

Print Employee’s Name

Supervisor’s Signature          Date

*Note: Asterisk indicates these are essential job functions.