UNIVERSITY OF MARYLAND LIBRARIES
POSITION DESCRIPTION FORM

Check one:    Faculty: X    Exempt:    Non-Exempt:    Other: ________

FOR LIBRARY HR USE ONLY—Position Number

Date Prepared: 10/05/2018
Prepared by: Kathy Glennan
Reports to: Head, Original and Special Collections Cataloging

Division: Collection Strategies and Services
Department: Original and Special Collections Cataloging
Position Title: Senior Catalog Librarian, Supervisor for Non-Roman and Special Collections Cataloging

NATURE OF WORK

The Senior Catalog Librarian and Supervisor for Non-Roman and Special Collections Cataloging is responsible for managing staff and operations related to Non-Roman and Special Collections cataloging in all formats. Serves as a member of the Original and Special Collections management team, participating in planning, establishing, and achieving departmental goals and objectives. May take a leadership role on a variety of projects. Performs original and complex copy cataloging of resources in one or more Non-Roman languages. Creates and updates records following the standards of the Program for Cooperative Cataloging, producing BIBCO and NACO records as appropriate. Works closely with selectors and curators on catalog-related reference questions, as well as selection and weeding decisions in areas of language expertise. Participates in committees and group activities in the department, division, and University Libraries.

Job Responsibilities (75%)

Supervision (25%)

- Supervises personnel (both librarians and support staff) and oversees workflows for both Non-Roman and Special Collections cataloging, fostering a cohesive, customer focused work environment. Works with Department Head to assess staffing needs.
- Performs all required personnel activities such as preparing/updating job descriptions, interviewing and selecting staff, performance review, and development.
- Determines performance deficiencies and designs interventions.
- Evaluates training needs and assists supervisees in acquiring the skills, knowledge and competencies needed to meet the changing needs of their positions.
- Collaborates and communicates with Department Head and with library personnel affected by the scope of the work to ensure efficient workflows, set cataloging priorities, and resolve access issues.

Original and Complex Copy Cataloging (25%)

- Independently performs original and complex copy cataloging of materials in at least one Non-Roman language, in all subjects and formats, and for other collections as needed. Cataloging requires knowledge of workflow processes, a clear understanding of acceptable practices and policies, and the application of appropriate national and local standards.
• Recognizes when a bibliographic record requires extensive enhancing or the creation of a new record. Enhances existing record or creates a new one using national and local cataloging standards and documentation. Assigns classification numbers to resources as needed.
• Ensures that materials are processed in a timely and cost-effective manner.
• Maintains knowledge of trends in cataloging standards and library automation through participation in regional and national meetings and electronic communication.
• Participates in other non-MARC metadata projects as needed.

Contributes to Local, Regional, and National Cooperative Cataloging Programs (10%)
• Manages the Libraries’ participation in the Big Ten Academic Alliance Cataloging Partnership; shares personal language and format expertise across the consortium. Catalogs resources in areas of expertise for other BTAA institutions, and refers requests to other cataloging experts in the Libraries as needed.
• Participates in the Program for Cooperative Cataloging, creating and enhancing authority records as part of the NACO program, and creating and enhancing bibliographic records as part of the BIBCO program.
• Serves as the Libraries BIBCO Coordinator, reviewing records upon request, training new catalogers in the BIBCO standards, and providing institutional statistics to the Program.
• Contributes metadata to repositories such as Hathi Trust for digitization projects in areas of language expertise.
• Collaborates with stakeholders for digitization projects, offering advice on taxonomy, vocabularies, etc.

Language expert (5%)
• Works closely with selectors and curators in areas of language expertise regarding catalog-related reference questions, selection, and weeding decisions.

Participates in maintaining the accuracy of bibliographic description and holdings information (10%)
• 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. Merges records as needed. Updates cutter numbers within classification numbers according to Library of Congress guidelines to ensure unique classification numbers.
• Ensures accurate bibliographic and holdings information in USMAI catalog.
• Serves as a resource person in the department, division, Library, and the Consortium on matters pertaining to cataloging and database maintenance.
• Independently applies national and local standards, as well as 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 work group.
• 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

Direct supervision of up to 4. Indirectly supervising 3. See supervision under job responsibilities listed above.

QUALIFICATIONS (Knowledge, skills, and abilities)

Proficiency in reading, writing and speaking a non-Roman language, including familiarity with the Library of Congress Romanization Scheme for that language.

EDUCATION

Required: Master’s degree in library science from a graduate program accredited by the American Library Association or equivalent professional degree.

Proficiency in reading, writing and speaking a non-Roman language, including familiarity with the Library of Congress Romanization Scheme for that language.

Preferred: Advanced degree in one of the following: History, a Non-Roman language, or a related field.

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

Required: Minimum of one year of original cataloging experience in an academic, special or research library in one or more of the following areas: Non-Roman cataloging, special collections cataloging, monographs cataloging, or continuing resources cataloging. Minimum of one year of supervisory

Must be able to manage a broad variety of tasks in response to varying time pressures with shifting priorities and changing constraints. Ability to take direction as well as provide direction and motivation to supervisees. Excellent interpersonal skills; ability to work both independently and collaboratively in a congenial team environment; to interact effectively with a broad variety of staff within and outside of Technical Services. Ability to communicate clearly, knowledgeably and personably, orally and in writing, with all persons potentially affected by the scope of the work. Ability to meet standards for achieving permanent status.

Preferred: Team leadership experience. Experience with PCC programs, especially NACO and BIBCO. Knowledge of DCRM and DACS. Project management experience. Ability to catalog western European language materials. Familiarity with emerging linked data models such as BIBFRAME; familiarity with common metadata standards. Experience in creating metadata for digital projects.

Faculty Requirement:

This position is appointed to Library Faculty Ranks as established by the University System of Maryland Board of Regents. Rank at appointment is based on the successful applicant’s experience and relevant credentials. Library Faculty at the University of Maryland must demonstrate accomplishments and/or evidence of potential for future accomplishments in three areas: 1) librarianship, which includes the assigned area(s) of responsibility and professional development; 2) service, which includes participation in library, university, local, and national committees and professional organizations beyond the assigned area(s) of responsibility; and 3) research, scholarship, and/or creative activities, which includes self-directed inquiry and results dissemination to advance the state of the profession. Library faculty who are successful in meeting these criteria are awarded continuous employment in the form of Permanent Status. For additional information on faculty status at the University of Maryland Libraries, consult: http://www.president.umd.edu/policies/2014-ii-100b.html

Employee’s Signature ________________________________ Date ______________

Print Employee’s Name ___________________________________________

Supervisor’s Signature __________________________________________ Date ______________

*Note: Asterisk indicates these are essential job functions.

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