

Electronic Resources Metadata and Discovery Librarian



Faculty position

The Ohio State University Libraries is a cultural, social and intellectual crossroads for cultivating intellectual inquiry, promoting academic discourse and fostering lifelong learning. To connect our electronic resource collections to our vibrant user community, we are seeking a collaborative and service-oriented Electronic Resources Metadata and Discovery Librarian with strategic vision to manage and lead our Electronic Resources Cataloging Program. The program promotes the discovery of electronic resource collections to contribute to our mission of promoting learning, discovery and the advancement of knowledge at OSU and beyond. The position reports to the Head of Cataloging and has the support of three full time staff. The Electronic Resources Metadata Discovery Librarian will work in a highly collaborative organization to create and implement innovative approaches that provide support for the bibliographic control and metadata related to electronic resources of all types, with a focus on e-books and databases. The selected candidate will work as a member of the Electronic Resources Cataloging Team and will share responsibility for establishing and maintaining access to the Libraries' extensive electronic resource collection.

Key Responsibilities

- Develops and streamlines procedures and workflows for original and complex copy cataloging of electronic resources, including online journals, electronic books, databases, and integrating websites, representing varying levels of difficulty, subjects, languages and formats.
- Identifies, evaluates and stays current with emerging trends, practices and standards in cataloging, metadata, electronic resources, discovery, and user behavior that have potential for enhancing access to electronic resources and/or library services for users. Shares knowledge, as needed, with appropriate staff and colleagues.
- Develops and maintains collegial relationships with key library departments; particularly Acquisitions and Information Technology to develop strategies relating to electronic content cataloging and user discovery as well as exploring emerging issues related to the role of the online catalog and other discovery services and platforms in providing the user community with seamless access to electronic resources.
- Evaluates the potential use of new and emerging services and technologies to enhance the efficiency and quality of cataloging procedures and workflows for electronic resources.
- Participate in the NACO, SACO, and BIBCO components of the Program for Cooperative Cataloging (PCC) according to established guidelines.
- Solves problems arising from obsolete or incorrect information appearing in bibliographic and holdings records.
- Designs and implements record loads.
- Leads special projects as needed.
- Serves on Library committees, task forces, and working groups that address long-term challenges and opportunities as well as shorter-term operational issues for the libraries.
- Supervises and trains staff and student assistants.
- Leads OSUL participation in the OhioLINK Database Management Standards Committee and other OhioLINK groups as appropriate and represents OSU Libraries in initiatives with CIC partners and the OCLC Research Libraries Partnership.
- Conducts appropriate research and publishes in appropriate venues in order to meet the Libraries' and the University's requirements for tenure and promotion; presents at appropriate professional conferences to meet same requirements.

Required Qualifications

- MLS/MLIS from an ALA-accredited program or equivalent advanced degree in library or information science.
- Minimum of three years related professional experience in cataloging and managing electronic formats in an academic setting with direct work experience in cataloging and authority standards, including some or all of the following: RDA, AACR2, LCSH, LC classification, MARC formats, and standard authorities' procedures.
- Positive customer orientation and strong interpersonal skills, with demonstrated ability to work both independently and collaboratively with diverse groups.
- Excellent organizational, analytical, and problem-solving skills with proven success in independently prioritizing work and managing competing deadlines.
- Demonstrated awareness of national trends and developments in cataloging, metadata, electronic resources, discovery, and user behavior.
- Excellent written and oral communication skills; ability to explain complex concepts to staff.
- Demonstrated ability to be flexible, manage ambiguity, adapt to change and successfully work in a fast-paced, dynamic environment.
- Initiative and a commitment to self-directed learning and development.
- Experience in managing record loading.
- Ability to meet the requirements of promotion and tenure; commitment to professional development and service.

Desired Qualifications

- Experience using Innovative Interface system (III).
- Reading knowledge of at least one language in addition to English and facility in working with a variety of languages.
- Supervisory experience.

Rank/Salary This is a full-time, permanent, 12-month tenure-track faculty appointment. Salary and faculty rank are dependent on qualifications and experience.

Benefits The University offers competitive benefits in the form of 22 days vacation, 15 days sick leave, 10 holidays, hospitalization, major medical, surgical-medical, dental, vision, long-term disability insurance, and life insurance at 2.5 times one's annual salary. State and alternative retirement choices are also available. For a summary of benefits, see: <http://hr.osu.edu/hrpubs/ben/fs-bensummaryreg.pdf>.

Application Nominations or applications will be accepted until the position is filled. Preference will be given to applications received by May 31, 2013. Please send letter of interest with a current resume and name, address, phone, and email address of three references to Greg Newman at newman.25@osu.edu. Please include Electronic Resources Metadata Discovery Librarian Application in the subject field.

Contact Greg Newman, Human Resources, 1858 Neil Avenue Mall, Columbus, OH 43210, 614-247-8887

<p>To build a diverse workforce Ohio State encourages applications from individuals with disabilities, minorities, veterans, and women. EEO/AA employer.</p>
