Metadata Librarian –# 1203
Special Collections & Archives, University Library

Salary: $64,480.00-70,720.00/annually

Work Schedule: This is a full-time, exempt position: Monday – Friday 8:00 am – 5:00 pm. May be required to work evenings and/or weekends. This position is eligible for benefits. This is a temporary appointment expiring 18 months from the date of hire, with the possibility of renewal, contingent upon availability of funds.

Program and Position Description:

The Metadata Librarian will apply knowledge of metadata and technical expertise to incorporate new Mesoamerican related content into Cal State LA’s general library and digital content management systems. This involves performing original and complex and enhanced cataloging of material formats (rare books, slides, and artifacts) for Special Collections & Archives. The position is required to lead and facilitate interoperability between different metadata schemas (Dublin Core, MARC, EAD) to serve as the base for metadata harvesting and record exchange. This position will assign metadata and controlled subject terms for Mesoamerican content, plan and implement project timeline/deadlines, and determine the most effective strategies to enhance discoverability.

The Metadata Librarian position is funded through the Council of Library and Information Resources, Digitizing Hidden Special Collections and Archies Program. For more information about the project visit the Cal State LA University News.

Specific Duties

• Collaborate with Cal State LA faculty and external contributors to identify discovery and metadata requirements.
• Manage projects and the collections that result from the digitization and description of Special Collections & Archives’ and other institutions’ materials throughout their life cycle, coordinating description activities to ensure efficient use of library resources.
• Create Dublin Core and MARC records for digitized Special Collections materials resulting from CLIR grant.
• Develop metadata crosswalks using standards such as Dublin Core and MARC, convert metadata to the standard schema using scripting and/or coding, import metadata into digital library management systems and/or make metadata available for harvesting.
• Review new and existing metadata created by contributors for completeness and accuracy; troubleshoot metadata issues as needed.
• Train student assistants and contributors in best practices related to metadata creation, cataloging, and digital library practices, and will review the work of contributors to ensure that it adheres to relevant standards and best practices.
• Describe objects following best practices using library standards such as Dublin Core.
• Stay up to date on relevant metadata and 3D digitization trends and practices.
• Participate in library meetings and other committees.

Requirements

• Knowledge of metadata standards, especially Dublin Core, MARC, EAD.
• Working knowledge of the rules and tools relevant to cataloging library resources and the ability to apply them sufficient to perform original, enhanced, and complex cataloging and resolve cataloging discrepancies and problems.
• Knowledge of controlled vocabularies for subjects and genres and the Library of Congress Classification System sufficient to analyze the form and content of materials.
• Knowledge of digital library management systems (Alma/OneSearch) or digital asset management systems (Luna).
• Working knowledge of the rules and structures of authority and identity management metadata sufficient to evaluate, update, and create such metadata as needed.
• Knowledge of current professional trends, especially those relating to discovery, digital libraries,
digital humanities, scholarly communication, digital curation, and digital preservation.

- Effective oral and written communication skills.
- Experience independently and collaboratively solving problems.

**Desired Qualifications**

- Experience working with cultural heritage materials/collections, specifically with Mesoamerican content.
- Experience managing projects in a library, academic, or information environment.
- Experience engaging with end-users to develop project requirements.
- Experience using a digital library management system in a hosted environment.
- Proficiency in Spanish Language, including being able to read and write in Spanish.
- Understanding of copyright and related rights and how they are applied in a digital library setting.
- Engagement in professional and/or subject discipline organizations, research, or publishing that will have a significant, positive impact on the provision of service to the Special Collections & Archives.

The incumbent must demonstrate an interest or ability in working in a multicultural/multiethnic environment. A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the UAS. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current UAS employees who apply for the position.

Review of applications/resumes will begin on May 31, 2023 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications/resumes are received. A cover letter and resume are required.

UAS hires only those individuals lawfully authorized to work in the United States. Americans with Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources Department.

Cal State LA University Auxiliary Services, Inc. is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

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