

# **METADATA, CATALOGING, & MANAGEMENT**

**OH MY!**

# JOB TITLES & LOCATIONS



**Digital Support  
Metadata Specialist**

University of Florida  
Gainesville, Florida

# JOB TITLES & LOCATIONS



## Digital Support Metadata Specialist

University of Florida  
Gainesville, Florida



## Head of Cataloging & Metadata

The George Washington University Law School  
Washington D.C.

# JOB TITLES & LOCATIONS




## Digital Support Metadata Specialist

University of Florida  
Gainesville, Florida



## Head of Cataloging & Metadata

The George Washington University Law School  
Washington D.C.



## Metadata Librarian

Babson College  
Babson Park, Mass.

# JOB TITLES & LOCATIONS



## Digital Support Metadata Specialist

University of Florida  
Gainesville, Florida



## Head of Cataloging & Metadata

The George Washington University Law School  
Washington D.C.



## Metadata Librarian

Babson College  
Babson Park, Mass.



## Library Cataloger

Action Staffing Solutions  
Lakewood, Colorado



# JOB TITLES & LOCATIONS



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University of Florida  
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Action Staffing Solutions  
Lakewood, Colorado



## Librarian - Metadata Projects

University of Texas at Arlington  
Arlington, Texas

# JOB TITLES & LOCATIONS



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## Library Cataloger

Action Staffing Solutions  
Lakewood, Colorado



## Librarian - Metadata Projects

University of Texas at Arlington  
Arlington, Texas



## Archivist/Video Librarian

ARD German TV  
Washington D.C.

# LIBRARY TYPE

## Digital Support Metadata Specialist

University of Florida  
Gainesville, Florida  
**Academic**

## Head of Cataloging & Metadata

The George Washington University Law School  
Washington D.C.  
**Academic**

## Metadata Librarian

Babson College  
Babson Park, Mass.  
**Academic**

## Library Cataloger

Action Staffing Solutions  
Lakewood, Colorado  
**Government**

## Librarian - Metadata Projects

University of Texas at Arlington  
Arlington, Texas  
**Academic**

## Archivist/Video Librarian

ARD German TV  
Washington D.C.  
**Corporate**



# MINIMUM EDUCATION

## Digital Support Metadata Specialist

University of Florida  
Gainesville, Florida  
Academic  
**Bachelor's Degree**

## Head of Cataloging & Metadata

The George Washington University Law School  
Washington D.C.  
Academic  
**Master's Degree**

## Metadata Librarian

Babson College  
Babson Park, Mass.  
Academic  
**Bachelor's Degree**

## Library Cataloger

Action Staffing Solutions  
Lakewood, Colorado  
Government  
**Master's Degree**

## Librarian - Metadata Projects

University of Texas at Arlington  
Arlington, Texas  
Academic  
**Master's Degree**

## Archivist/Video Librarian

ARD German TV  
Washington D.C.  
Corporate  
**No Minimum**

# MINIMUM EXPERIENCE

## Digital Support Metadata Specialist

University of Florida  
Gainesville, Florida  
Academic  
Bachelor's Degree  
**2-3 Years**

## Head of Cataloging & Metadata

The George Washington University Law School  
Washington D.C.  
Academic  
Master's Degree  
**3-5 Years**

## Metadata Librarian

Babson College  
Babson Park. Mass.  
Academic  
Bachelor's Degree  
**3-5 Years**

## Library Cataloger

Action Staffing Solutions  
Lakewood, Colorado  
Government  
Master's Degree  
**3-5 Years**

## Librarian - Metadata Projects

University of Texas at Arlington  
Arlington, Texas  
Academic  
Master's Degree

## Archivist/Video Librarian

ARD German TV  
Washington D.C.  
Corporate  
No Minimum  
**1-2 Years**

# ANNUAL SALARY

## Digital Support Metadata Specialist

University of Florida  
Gainesville, Florida  
Academic  
Bachelor's Degree  
2-3 Years  
**\$36,169**

## Metadata Librarian

Babson College  
Babson Park. Mass.  
Academic  
Bachelor's Degree  
3-5 Years

## Librarian - Metadata Projects

University of Texas at Arlington  
Arlington, Texas  
Academic  
Master's Degree

## Head of Cataloging & Metadata

The George Washington University Law School  
Washington D.C.  
Academic  
Master's Degree  
3-5 Years

## Library Cataloger

Action Staffing Solutions  
Lakewood, Colorado  
Government  
Master's Degree  
3-5 Years  
**\$48,212**

## Archivist/Video Librarian

ARD German TV  
Washington D.C.  
Corporate  
No Minimum  
1-2 Years  
**\$60,000-70,000**





# TECHNICAL SKILLS





# HIERACHY: TECH SKILLS

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software

training

policies & procedures

second  
language

# TECHNICAL SKILLS

Create, edit, revise, enhance, correct,  
update, submit various records

Quality Control

Train students and staff

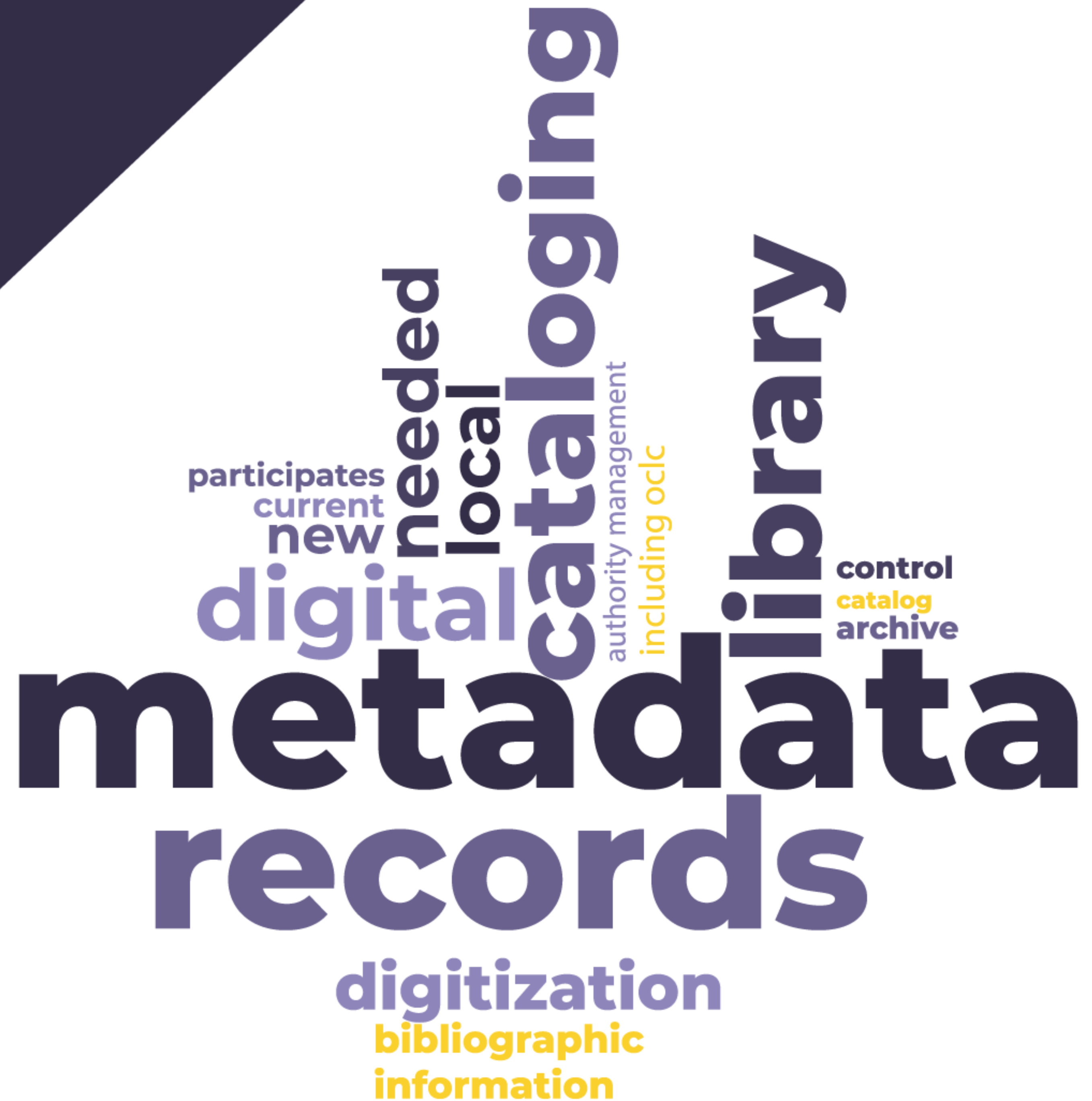
Knowledge of best practice standards

Analyze statistics

Research information

# WORD FREQUENCY

Top 25 words used in responsibilities  
across all six descriptions.



# VERB FREQUENCY

Top 25 verbs used in responsibilities  
across all six descriptions.







# **SOFT SKILLS**

# HIERARCHY: SOFT SKILLS

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# SOFT SKILLS

Ability to work independently and collaboratively

Communicate effectively

Ability to manage deadlines

Uses critical thinking

Detail oriented

Respects others

LIBRARIAN Title	ARCHIVIST Title	METADATA Duty	CATALOGER Duty
<ul style="list-style-type: none"> <li>• Catalog Librarian</li> <li>• Children's Librarian</li> <li>• Librarian</li> <li>• Library Director</li> <li>• Library Media Specialist</li> <li>• Public Services Librarian</li> <li>• Reference Librarian</li> <li>• School Librarian</li> <li>• Technical Services Librarian</li> <li>• Youth Services Librarian</li> </ul>	<ul style="list-style-type: none"> <li>• Archival Records Clerk</li> <li>• Archivist</li> <li>• Film Archivist</li> <li>• Museum Archivist</li> <li>• Museum Registrar</li> <li>• Records Manager</li> <li>• Reference Archivist</li> <li>• Registrar</li> <li>• State Archivist</li> <li>• University Archivist</li> </ul>	<ul style="list-style-type: none"> <li>• Library Technicians</li> <li>• Library Assistants</li> <li>• Data Warehousing Specialists</li> <li>• Business Intelligence Analysts</li> <li>• Database Architects</li> <li>• Document Management Specialists</li> <li>• Clinical Data Managers</li> <li>• Geophysical Data Technicians</li> </ul>	<ul style="list-style-type: none"> <li>• Librarians</li> <li>• Audio-Visual &amp; Multimedia Collections Specialists</li> <li>• Office and Administrative Support Workers</li> <li>• Library Technicians</li> <li>• Library Assistants</li> <li>• Online Merchants</li> <li>• Library Science Teachers</li> <li>• Graphic Designers</li> <li>• Maintenance and Repair Workers</li> <li>• Education Administrators</li> <li>• Historians</li> <li>• Archivists</li> <li>• Curators</li> </ul>



LIBRARIAN Title	ARCHIVIST Title	METADATA Duty	CATALOGER Duty
<ul style="list-style-type: none"> <li>• Catalog <b>Librarian</b></li> <li>• Children's <b>Librarian</b></li> <li>• <b>Librarian</b></li> <li>• <b>Library</b> Director</li> <li>• <b>Library</b> Media Specialist</li> <li>• Public Services <b>Librarian</b></li> <li>• Reference <b>Librarian</b></li> <li>• School <b>Librarian</b></li> <li>• Technical Services <b>Librarian</b></li> <li>• Youth Services <b>Librarian</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Archival</b> Records Clerk</li> <li>• <b>Archivist</b></li> <li>• Film <b>Archivist</b></li> <li>• Museum <b>Archivist</b></li> <li>• Museum Registrar</li> <li>• <b>Records Manager</b></li> <li>• Reference <b>Archivist</b></li> <li>• Registrar</li> <li>• State <b>Archivist</b></li> <li>• University <b>Archivist</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Library</b> Technicians</li> <li>• <b>Library</b> Assistants</li> <li>• Data Warehousing Specialists</li> <li>• Business Intelligence Analysts</li> <li>• Database Architects</li> <li>• <b>Document Management</b> Specialists</li> <li>• Clinical Data Managers</li> <li>• Geophysical Data Technicians</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Librarians</b></li> <li>• Audio-Visual &amp; Multimedia Collections Specialists</li> <li>• Office and Administrative Support Workers</li> <li>• <b>Library</b> Technicians</li> <li>• <b>Library</b> Assistants</li> <li>• Online Merchants</li> <li>• <b>Library</b> Science Teachers</li> <li>• Graphic Designers</li> <li>• Maintenance and Repair Workers</li> <li>• Education Administrators</li> <li>• Historians</li> <li>• <b>Archivists</b></li> <li>• <b>Curators</b></li> </ul>

# REFERENCES

Archivists. (2019). O\*NET OnLine. Retrieved from <https://www.onetonline.org/link/summary/25-4011.00>

Archivist/Video Librarian. (2020). American Library Association. Retrieved from <https://joblist.ala.org/job/archivist-video-librarian/52847216/>

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Metadata Librarian. (2020). American Library Association. Retrieved from <https://joblist.ala.org/job/metadata-librarian/52673904/>



# APPENDIX







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[ARD German TV](#)

Archivist / Video Librarian

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Description

ARD German Public TV is looking for an Archivist / Video Librarian to join its Washington DC broadcasting team.

Who we are:

ARD is one of the world's largest broadcast organizations with approximately twenty thousand employees worldwide. It's Germany's market leader in hard news, news magazines, and documentaries. We also commit a large percentage of our prime time programming to features and documentaries from abroad and with News bureaus in 25 countries, underscoring the network's commitment to international reporting. With six radio and four television correspondents and a staff of over 30 specialists, ARD's Washington, DC Bureau runs one of the largest foreign broadcast operations in the U.S.

The position will support television news and studio productions in a dynamic, ever changing broadcasting environment

Duties:

- + collect, organize, archive footage determined to have long-term value;
- + organize, identify, label and facilitate digital assets;
- + research in digital archive and tape library for footage as needed to serve editorial team;
- + create metadata for the storage and tracking of all archived assets;
- + store completed works and files and add them to digital archive;
- + oversee retro digitalization project of current video library;
- + Responsible for the media asset management (MAM) of the ARD media archive, consisting of physical and digital media.

What we have to offer:

+ Full time position + 40 hour week, Monday through Friday schedule + No travel + Comprehensive benefits package + great working environment with supportive management team.

Job Type: Full-time

Requirements

Skills & Qualifications:

- + must have experience as an archivist
- + familiar with Avid or other editing software

View your connections at ARD  
German TV



Job Information

**Location:**  
Washington, Dist. Columbia, 20007, United States

**Job ID:**  
52847216

**Posted:**  
January 17, 2020

**Position Title:**  
Archivist / Video Librarian

**Company Name:**  
ARD German TV

**Library or Company Type:**  
Publishing

**Job Category:**  
Cataloging/Metadata

**Entry Level:**  
No

**Job Type:**  
Full-time

**Job Duration:**  
Indefinite

**Min Education:**  
None

**Min Experience:**  
1-2 Years

**Required Travel:**  
0-10%

2/1/2020Archivist / Video Librarian Job Opening in Washington, Dist. Columbia - ALA JobLIST | Jobs in Library & Information Science & Technology

+ knowledgeable about both digital and traditional archival procedures and capable of Archiving footage as well as using metadata schemes for computer systems.

+ strong editorial / news judgement

+ ability to balance numerous projects and work within tight deadlines

+ German language skills a plus, but not a must.

**Salary:**  
\$60,000.00 - \$70,000.00 (Yearly Salary)

Jobs You May Like

<a href="#">Head of Cataloging and Metadata - Georgetown...</a> <b>Georgetown University</b> Washington, DC, United States	<a href="#">Head of Cataloging &amp; Metadata</a> <b>The George Washington...</b> Washington, DC, United States	<a href="#">Business Librarian</a> <b>American University Library</b> Washington, DC, United States	<a href="#">Head of Technical Services</a> <b>Howard University Libraries</b> Washington, DC, United States
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[University of Florida](#)

## Digital Support Metadata Specialist

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### Description

#### JOB SUMMARY

The George A. Smathers Libraries are seeking a highly detail oriented individual with analytical skills to fill the Digital Support Metadata Specialist position in Digital Support Services Department. The Digital Support Metadata Specialist is responsible for creating and improving metadata descriptions for the Libraries' digital collections. This position requires the individual to work independently while following clear procedures and with the creative ability to apply and adapt procedures to new situations. The primary responsibilities of the Metadata Specialist are metadata creation and review, in both the MARC record environment and via spreadsheets, for digital projects coming primarily from the Smathers Libraries and including cooperative projects with partner departments and institutions. The Metadata Specialist will sometimes provide custom assistance and advice with cross walking and normalizing metadata to allow for correct spreadsheet ingests for special projects. This position relies heavily on the incumbent's ability to determine, define, and prioritize work responsibilities and make independent decisions.

#### RESPONSIBILITIES

##### METADATA CREATION

- Creates and enhances metadata for the University of Florida Digital Collections and collaborative projects, applying local content guidelines and national controlled vocabularies.
- Enhances and transforms metadata to ensure optimal user access to materials and/or for output to other platforms and formats, using a variety of tools and scripting solutions, and a variety of schemas/encoding formats.
- Performs spreadsheet ingests to create records in UFDC.
- Derives electronic records in OCLC for newly scanned materials.
- Edits and provides additional access points and applies local standards when necessary.
- Creates holding and item records in UFDC on an as needed basis.
- Keeps current with policies and procedures, and makes recommendations for changes as needed.
- Assists with training of other staff as necessary.

##### RETROSPECTIVE METADATA CORRECTION

- Works with the Production Manager, the Metadata Unit, and the department Chair to identify and prioritize collections in UFDC and affiliated collections where impactful metadata correction and enhancement work can be performed.
- Creates and implements work plans to accomplish such efforts, making use of automated tools where possible.
- Participates in Machine Assisted Indexing (MAI) projects.

##### QUALITY CONTROL OF UFDC METADATA

- Performs quality control review of metadata prior to ingesting records into UF Digital Collections, as well as reviews the digital records once they have been imported to ensure fields mapped correctly;

### View your connections at University of Florida



#### Job Information

**Location:**  
Gainesville, Florida, 32611, United States

**Job ID:**  
52833454

**Posted:**  
January 16, 2020

**Position Title:**  
Digital Support Metadata Specialist

**Company Name:**  
University of Florida

**Library or Company Type:**  
Academic/Research (College/University)

**Job Category:**  
Cataloging/Metadata

**Entry Level:**  
No

**Job Type:**  
Full-time

**Job Duration:**  
Indefinite

**Min Education:**  
BA/BS/Undergraduate

**Min Experience:**  
2-3 Years

**Required Travel:**  
0-10%

- Reviews and when necessary performs corrections and enhancements on metadata submitted by partner organizations.
- Reviews batch ingests to ensure files loaded correctly

**Salary:**  
\$36,169.00 (Yearly Salary)

**Other Duties**

- Participates in departmental and special projects as they arise.
- Attends training as needed.
- Serves on library committees and task forces as needed

**Application Process**

To apply, submit

- a cover letter detailing your interest in and qualifications for this position
- your current resume or CV
- a list of three references including their contact information (telephone number and email address)

Apply by January 28, 2020 (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at [Requisition 513214](#). Failure to submit the required documents may result in the application not being considered. If you have any questions or concerns about this process please contact Tina Marie Litchfield, George A. Smathers Libraries Human Resources Office, at [tlitchfield@ufl.edu](mailto:tlitchfield@ufl.edu).

**Requirements**

***Required:***

Bachelor’s degree and two years of related library experience; or a master’s degree and one year of related library experience; or any equivalent combination of experience, training and/or education.

***Preferred:***

- Basic knowledge of Anglo-American Cataloging Rules 2nd Rev., Resource Description & Access and Library of Congress Subject Headings, and classification
- Ability to utilize cataloging tools and resources
- Knowledge of MARC formatted bibliographic information on OCLC and UF ALEPH online catalog
- Strong verbal and written communication skills
- Ability to work collaboratively to accomplish goals
- Flexibility, and ability to adapt and work in a rapidly changing academic environment
- Basic computer skills and experience with Microsoft Word, Excel and Outlook
- Detail oriented with the ability to work independently while following clear procedures and with the creative ability to apply and adapt procedures to new situations.
- Analytical skills and the ability to record, to report statistical data, and to develop and implement procedures
- Commitment to contributing to a respectful and caring community for all, including individuals of diverse backgrounds, experiences, races, ethnicities, gender, sexual orientation and perspectives

[About University of Florida](#)

The libraries of the University of Florida form the largest information resource system in the state of Florida and serve every college and center in the university, including the Institute of Food and Agricultural Sciences (IFAS) and the Health Science Center. UF's libraries consist of seven libraries; six of which comprise the George A. Smathers Libraries. The Smathers Libraries actively collaborate with the Legal Information Center, which is a part of the Levin College of Law.

The Smathers Libraries include the following:

- Architecture and Fine Arts Library
- Education Library
- Health Science Center Libraries (UF campus and Borland Library in Jacksonville)
- Library West (Humanities and Social Sciences)
- Marston Science Library
- Smathers Library (Special and Area Studies Collections, Latin American and Caribbean Collection, Map and Imagery Library)

The Smathers Libraries has a large and diverse IT footprint, including nearly 600 publicly accessible computers, numerous specialized scanners, 3D printers and other equipment, iPads and netbooks are available for check-out.

Marston Science Library houses MADE@UF in the Collaboration Commons on the first floor. It is a space to facilitate the use of new technologies including the development of mobile apps, games and use of 3D scanning.

Library faculty and staff

The library staff consists of more than 78 library faculty, 155 professional/technical/clerical staff, 30 Other Personal Services (OPS) staff and 327 student assistants. Librarians at the University of Florida are faculty. All have graduate degrees in Library Science or Information Studies, and/or a graduate degree in a relevant subject area. Some teach for-credit courses and they often make presentations that are incorporated into courses across campus. Library faculty serve the university community in the following roles:

- General and specialized reference
- Faculty and department liaisons, and outreach
- Instruction in library-related classes, in courses and/or personalized one-on-one
- Collection managers and curators
- Subject specialists
- Principle Investigators

The Smathers Libraries has built a number of nationally significant research collections, mainly supporting graduate research programs. Among them are the following:

Latin American and Caribbean Collection, which is among the largest and most distinguished collections of Latin American materials in the U.S. and has been described as the finest collection of Caribbeana in the world.

The Isser and Rae Price Library of Judaica (located on the first floor of Library West), which is the largest collection of its kind in the southeastern U.S. Its diversified holdings of uncommon research materials in English, Hebrew and other languages support scholarship in virtually every aspect of the Jewish experience.

Baldwin Library of Historical Children's Literature, which is among the world's finest collections of historical literature for children with over 120,000 volumes published in Great Britain and the United States from the mid-1600s through the present.

Map and Imagery Library, which is an extensive repository of maps, atlases, aerial photographs, and remote sensing imagery with particular collection strengths for the southeastern United States, Florida, Latin America and Africa south of the Sahara.

P.K. Yonge Library of Florida History, which is the state's preeminent Floridiana collection and holds the largest North American collection of Spanish colonial documents about the southeastern United States and rich archives of prominent Florida politicians.

The libraries also have particularly strong holdings in architectural preservation and 18th-century American architecture, late 19th- and early-20th-century German state documents, national bibliographies, U.S. Census information, especially in electronic format, and other U.S. documents, the rural sociology of Florida and tropical and subtropical agriculture collections, and English and American literature.

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Librarian - Metadata Projects

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Description

Librarian - Metadata Projects (S01839P)

Why choose us?

The University of Texas at Arlington Libraries is seeking a strong, diverse candidate pool for this position. The successful candidate will join a culture of diversity which reduces barriers to learning and the pursuit of knowledge, celebrates the University's student body diversity, and commits to positively impacts our culture of inclusion in the UTA Libraries. We are an active partner in UTA's deep engagement with our vibrant megacity. We welcome new colleagues to strengthen our vibrant mix of staff, reflecting our campus commitment to the [Principles of Community](#).

Your job with us...

The Metadata Projects Librarian is a forward thinking professional consulting on digital creation projects. This role implements workflows across the entire metadata lifecycle, from creation through discovery, using works acquired and created by the UTA community. This position is a member of the expanding Scholarly Communications Division, working across library departments focused on research engagement with campus colleagues and community groups.  
<https://library.uta.edu/dept/scholarly-communication-division/orgchart>

What you bring...

**Requirements:** Master's degree from an accredited institution. Computer literate and technologically adept. Proficiency in MS Office Suite, specifically Outlook, Word, and Excel. Proficiency in Windows Operating System and file management or the equivalent experience.

**Preferred:** Master's degree in library and/or information science from an ALA-accredited program or a related graduate degree. Experience with digital curation of institutional repositories or metadata organization. Experience with BIBFRAME and Linked Data. Working knowledge of various metadata schema (e.g. Dublin Core, EAD, MODS) and controlled vocabularies (TGM I & II, Getty) and mark up languages (xml, JSON). Expertise with digitization standards, processes and technologies. Expertise in digital preservation. Experience with web development tools. Ability to successfully balance competing priorities and work with inflexible deadlines. Ability to foster a positive working environment and model the Libraries' values through daily actions and behaviors. Advanced project planning and management skills. Effective time management skills. Ability to lead, cultivate, and empower staff. Ability to work collegially and collaboratively with people of diverse backgrounds. Advanced customer experience skills. Ability to communicate effectively, including excellent interpersonal skills as well as verbal and written skills. Ability to pay attention to detail. Ability to transfer and apply knowledge and experience to new situations. Ability to excel in a "perpetual beta" environment, with frequent change and intelligent risk-taking.

About the University.

View your connections at University of Texas at Arlington Libraries



Job Information

Location:

Arlington, Texas, United States

Job ID:

52656373

Posted:

January 6, 2020

Position Title:

Librarian - Metadata Projects

Company Name:

University of Texas at Arlington Libraries

Library or Company Type:

Academic/Research (College/University)

Job Category:

Cataloging/Metadata

Entry Level:

No

The University of Texas at Arlington is a Carnegie Research-1 “highest research activity” institution. With a projected global enrollment of close to 57,000 in AY 2016-17, UTA is the largest institution in The University of Texas System. Guided by its Strategic Plan Bold Solutions | Global Impact, UTA fosters interdisciplinary research within four broad themes: health and the human condition, sustainable urban communities, global environmental impact, and data-driven discovery. UTA was recently cited by U.S. News & World Report as having the second lowest average student debt among U.S. universities. U.S. News & World Report also ranks UTA fifth in the nation for undergraduate diversity. The University is a Hispanic-Serving Institution and is ranked as the top four-year college in Texas for veterans on Military Times’ 2017 Best for Vets list.

**The Community**

Within a 25-mile radius of the center of Arlington is a dynamic community of over 2 million people. The Dallas Cowboys and Texas Rangers call the city home, and their stadiums are in the heart of the entertainment district, which includes the Six Flags Over Texas and Hurricane Harbor theme parks. Arlington is recognized as the entertainment capital of Texas. Arlington is conveniently located between Dallas and Fort Worth, which feature internationally renowned cultural and arts districts, restaurants, and a vibrant night scene. The nearby Dallas–Fort Worth International Airport is a major hub with nonstop flights to myriad national and international destinations.

**Applications**

Please submit applications at <http://uta.peopleadmin.com/postings/10427> and include a letter of interest, a curriculum vitae, transcript, and names and contact information for at least three professional references. This job may close at any time. This is a non-tenure track position.

This position will include non-traditional work hours such as evenings and weekends depending on the needs of the university community.

As an equal employment opportunity and affirmative action employer, it is the policy of The University of Texas at Arlington to promote and ensure equal employment opportunity for all individuals without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, disability, or veteran status. The University is committed to the Affirmative Action Program in compliance with all government requirements to ensure nondiscrimination. The UTA campus is accessible to persons with disabilities.

[About University of Texas at Arlington Libraries](#)

About the University

The University of Texas at Arlington is a Carnegie Research-1 “highest research activity” institution. With a projected global enrollment of close to 57,000 in AY 2016-17, UTA is the largest institution in The University of Texas System. Guided by its Strategic Plan Bold Solutions | Global Impact, UTA fosters interdisciplinary research within four broad themes: health and the human condition, sustainable urban communities, global environmental impact, and data-driven discovery. UTA was recently cited by U.S. News & World Report as having the second lowest average student debt among U.S. universities. U.S. News & World Report also ranks UTA fifth in the nation for undergraduate diversity. The University is a Hispanic-Serving Institution and is ranked as the top four-year college in Texas for veterans on Military Times’ 2017 Best for Vets list.

The Community

Within a 25-mile radius of the center of Arlington is a dynamic community of over 2 million people. The Dallas Cowboys and Texas Rangers call the city home, and their stadiums are in the heart of the entertainment district, which includes the Six Flags Over Texas and Hurricane Harbor theme parks. Arlington is recognized as the entertainment capital of Texas. Arlington is conveniently located between Dallas and Fort Worth, which feature internationally renowned cultural and arts districts, restaurants, and a vibrant night scene. The nearby Dallas–Fort Worth International Airport is a major hub with nonstop flights to myriad national and international destinations.

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## The George Washington University Law School, Jacob Burns Law Library Head of Cataloging & Metadata

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### Description

The George Washington University Law School, Jacob Burns Law Library, located in Washington, DC, seeks a qualified librarian for is head of cataloging & metadata position to begin as early as April 15, 2020. In support of Law School research needs, the librarian in this position oversees the Cataloging & Metadata Department, which provides bibliographic description and subject access to materials acquired for the library collection.

#### ESSENTIAL DUTIES & RESPONSIBILITIES:

- Supervises the Cataloging & Metadata Department, including coordination of workflow, training and evaluation of staff, and oversight of departmental personnel issues
- Coordinates with the assistant director for technical services in formulating departmental policies and procedures
- Coordinates with colleagues from other library departments in connection with cataloging and metadata-related activities affecting those departments
- Performs original descriptive and subject cataloging of physical and electronic resources in a variety of languages, with emphasis on legal materials, and edits shared cataloging copy in accordance with the Washington Research Library Consortium (WRLC) metadata policies and procedures using standard cataloging resources, including but not limited to: RDA, AACR2R, LC classification schedules, LCSH, LCRI's, MARC formats, and OCLC
- Participates in and oversees the library's involvement in cooperative programs, including but not limited to: NACO (creation or modification of LC name authority records), BIBCO (creation or modification of monographic bibliographic records in OCLC), SACO (submission of subject authority record proposals to LC), and WRLC's Metadata Committee
- Works in cooperation with WRLC institutions regarding bibliographic authority control
- Designs, coordinates, and participates in cataloging and metadata projects
- Compiles and analyzes monthly and annual cataloging and metadata statistics
- Participates in other university, law school, library activities and/or serve on professional association committees
- Performs other duties as assigned by the assistant director for technical services

### Requirements

#### BASIC QUALIFICATIONS:

1. Graduate degree in library or information science (e.g., MLS) from an ALA-accredited institution or completion of degree requirements by the time of appointment
2. At least three years of professional-level experience in cataloging and/or metadata services

#### PREFERRED QUALIFICATIONS:

- Experience working with legal materials
- Experience with OCLC and an integrated library system
- NACO credentials
- Supervisory experience
- Working knowledge of one or more non-English languages
- Demonstrated ability to work with detail to ensure accuracy

### View your connections at The George Washington University Law School, Jacob Burns Law Library



#### Job Information

**Location:**  
Washington, Dist. Columbia, 20052, United States

**Job ID:**  
52732577

**Posted:**  
January 14, 2020

**Position Title:**  
Head of Cataloging & Metadata

**Company Name:**  
The George Washington University Law School, Jacob Burns Law Library

**Library or Company Type:**  
Academic/Research (College/University)

**Job Category:**  
Cataloging/Metadata

**Entry Level:**  
No

**Job Type:**  
Full-time

**Min Education:**  
Master's Degree

**Min Experience:**  
3-5 Years



- Demonstrated superior customer service skills
- Writing skills and oral communication skills that demonstrate the ability to convey information clearly and accurately with customers, colleagues, and supervisors
- Demonstrated organizational and time management skills
- Demonstrated ability to work well independently and as part of a team

APPLICATION PROCEDURE: Review of applications will begin February 17, 2020, and continue until the position is filled. For complete information and to apply for this position, please view the posting at <http://www.gwu.jobs/postings/73336>. Please upload a resume, cover letter, and include contact information for three professional references. Only complete applications will be considered.

Employment offers are contingent on the satisfactory outcome of a standard background screening.

The university is an Equal Employment Opportunity/Affirmative Action employer that does not unlawfully discriminate in any of its programs or activities on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity or expression, or on any other basis prohibited by applicable law.

Jobs You May Like

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## Action Staffing Solutions Library Cataloger

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### Description

Action Staffing Solutions is seeking a contractor to provide cataloging and metadata preparation for print and digital publications in the BLM Library and related digitization project support.

Must have 3-5 years Library Cataloging experience and a Master of Library Science Degree (MLS or equivalent).

Cataloging will be performed for items currently in the Bureau of Land Management Library collection and for new items as they are published by BLM and/or acquired by the Bureau of Land Management Library. Materials to be cataloged are primarily monographs but also may include pamphlets and brochures, grey literature, offprints of articles, DVDs, and CDs. The Bureau of Land Management Library is acquiring an increasing volume of born-digital materials as well.

The Contractor shall conduct the following work:

- Become familiar with library systems, methods, holdings, and project goals.
- Refine a work plan including identifying priorities, milestones, and pace.
- Coordinate as needed and update status with the Bureau of Land Management Library staff regarding cataloging and digitization support.
- Communicate as needed with other contractors and vendors regarding cataloging and digitization support.
- Identify needs (for information, resources, supplies, etc.), develop recommendations, and communicate them to library staff and COR.
- Document recommendations for any new or revised procedures as well as decisions regarding the approval or rejection of each.
- Document quality control practices.
- Search uncatalogued publications in the local catalog and OCLC WorldCat to determine BLM Library holdings, duplication, digitization status, and other information required prior to cataloging.
- Add or copy item information to the local catalog.
- Edit or add, produce, and export OCLC-MARC bibliographic records for import into the local catalog or to overlay minimal records already in the local catalog.
- Clone or edit current local bibliographic records to conform to full level record format and convert some serial records to monograph records.
- Update bibliographic records in local catalog to correct or add to records. Updates may include, but are not limited to: correcting or adding indicators and subfields; updating obsolete MARC fields; adding RDA components; correcting or adding subject headings; and adding digitization information, including all 856 fields with URL information for links to documents in Internet Archive and other sources.
- Review and revise existing authority records. Import new authority records and create new local authorities as needed.
- Produce spine labels and process cataloged print publications by attaching labels and property stamping.
- Shelf print items.
- Search selected items in the Access database used as an inventory of digitized publications.
- Prepare print and digital items for delivery to digitization vendor and track shipments.

### View your connections at Action Staffing Solutions



### Job Information

**Location:**  
Lakewood, Colorado, United States

**Job ID:**  
43950079

**Posted:**  
January 7, 2020

**Position Title:**  
Library Cataloger

**Company Name:**  
Action Staffing Solutions

**Library or Company Type:**  
Government (Federal/State) Library

**Job Category:**  
Cataloging/Metadata

**Entry Level:**  
No

**Job Type:**  
Full-time

**Job Duration:**  
Indefinite

**Min Education:**  
Master's Degree

**Min Experience:**  
3-5 Years

**Required Travel:**  
0-10%

- Download digital files from digitization vendor’s website and upload PDFs and metadata to CONTENTdm.
- Perform quality control on digitized items.
- Submit requests to digitization vendor for editing current records, such as revision of titles derived from serial records.
- Assist in tracking and returning publications borrowed from other BLM offices for digitization.

**Salary:**  
\$22.86 - \$23.16 (Hourly Wage)

**Benefits:**

- Hourly Rate: \$23.16/hr.
- Health & Welfare \$4.22/hr.
- Paid Holidays and Sick leave
- Medical, Dental, and Vision

**Requirements**

**Required Qualifications**

- Experience performing complex copy cataloging and original cataloging.
- Working knowledge of cataloging standards and formats, to include OCLC-MARC, AACR2, and RDA.
- Experience in subject analysis, searching and assigning Library of Congress Subject Headings, and using Library of Congress Classification to classify and assign call numbers.
- Experience using the cataloging module of an integrated library system and OCLC cataloging interfaces.
- Critical thinking and analytical skills, verbal and written communication skills, and a keen attention to detail.

**Desired Qualifications**

- Experience using the EOS.Web integrated library system.
- Experience using the CONTENTdm content management system.
- Experience using Microsoft Access.
- Must have great attention to detail

**Required Education**

- Master's Degree - Master of Library Science Degree (MLS or equivalent)

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[Babson College](#)  
Metadata Librarian

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## Description

The Metadata Librarian performs original cataloging and advanced copy cataloging in all formats. This position is responsible for regularly updating content in the Library's integrated library system and discovery system. Responsible for the implementation and management of the College's digital repository.

### Key Responsibilities:

- Performs within national standards, original and advanced copy cataloging of library materials in all formats, including description and subject analysis.
- Manages digital repository for the College and implementations with Divisions and Centers. Collaborates with Library and colleagues across campus to generate and develop ideas for digital library collections.
- Responsible for quality control of the metadata produced in College products and Library resources. Develops an in-house expertise of metadata, and designs and recommends new administrative processes for the maintenance of library information discovery and access tools.
- Manages bibliographic control of catalog and special projects. Participates in the assessment of the collection, inventory and building and maintenance of the Library's subject authority files.
- Serves as resource to all library staff and departments on campus regarding cataloging issues.
- Works collaboratively with library staff on the library's integrated system issues and other search and discovery tools. Maintains a commitment to service and quality with the library, as part of ITSD.
- Assumes additional responsibilities as required.

### Supervises:

Student assistants and other access services staff as assigned.

## Requirements

### Education Requirements:

Minimum Level of Education Required Master's Degree in Library Science from a school accredited by the American Library Association

### Position Knowledge/Skills & Abilities Requirements:

- At least 3-5 years of post MLS library experience.
- Demonstrated competence with cataloging principles and practices using both a bibliographic utility and integrated library systems (ILS).
- Excellent oral and written communication skills.
- Excellent computer proficiency.
- Mastery of current cataloging practices and tools.

## View your connections at Babson College



### Job Information

**Location:**  
Babson Park, Massachusetts, 02457, United States

**Job ID:**  
52673904

**Posted:**  
January 8, 2020

**Position Title:**  
Metadata Librarian

**Company Name:**  
Babson College

**Library or Company Type:**  
Academic/Research (College/University)

**Job Category:**  
School Librarian/Teacher

**Entry Level:**  
No

**Job Type:**  
Full-time

**Min Education:**  
BA/BS/Undergraduate

**Min Experience:**  
3-5 Years



- Demonstrated familiarity with digital asset management tools and metadata standards.
- Works independently to solve problems; looks for opportunities to take on responsibility.
- Envisions and proposes new methods to perform tasks that support ET&A; takes thoughtful risks; and accepts new and ongoing initiatives, objectives, and solutions to gain sought-after results.
- Anticipates and effectively handles change; demonstrates willingness to try new skills and challenging tasks; and is flexible in changing conditions.
- Demonstrated ability to learn new programs and technologies where needed.

o Competencies:

- Self-management
- Customer service orientation
- Communication
- Teamwork
- Continuous Improvement
- Technology
- Conceptual thinking
- Empowerment
- Project Management

**Working Conditions:**

May require light lifting (50 pounds and under).

**Additional Experience, Skills & Abilities:**

- Familiarity with other ILS systems processes and descriptive metadata schema pertinent to library content management.
- Familiarity with XML and previous experience working with APIs preferred.

Interested candidates should apply via our website  
<https://babson.wd1.myworkdayjobs.com/Staff>

We are an equal opportunity employer. *We evaluate qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other protected characteristic.* The EEO is the Law poster is available [here](#). Babson College is committed to enhancing diversity and inclusion across all levels of the College. Candidates who believe they can contribute to this value are strongly encouraged to apply.

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