

Cataloging and Metadata Librarian
North Carolina Central University School of Law

The North Carolina Central University School of Law Library is searching for candidates for the position of Cataloging and Metadata Librarian. The Cataloging and Metadata Librarian reports directly to the Assistant Law Library Director.

The Cataloging and Metadata Librarian is responsible for the ongoing work of the law library's catalog and for the cataloging of materials in all formats, including print and digital resources. This position is responsible for the creation, maintenance, and enrichment of metadata representing the library's digital and physical collections. This position works closely with colleagues to evaluate and document policies, procedures and workflows for cataloging, classification, authority control, metadata, and database maintenance. This position also manages the library's participation in the Federal Depository Library Program.

Essential responsibilities include managing the receipt and processing of all library materials; liaising with Shepard's System Librarian to represent the interests of the Law Library with regards to the libraries' common catalog; creating resource and bibliographic records for free and licensed content; resolving cataloging and classification issues and document decisions and practices; creating metadata for the Law School's institutional repository; participating in electronic resources management; continuing resources management, including identifying and resolving problems relating to complex electronic serials, databases, and subscriptions; managing the library's proxy server; and compiling statistical reports.

In addition, the Cataloging and Metadata Librarian works in close cooperation with other library managers and senior management to engage in project planning and ensure the coordination of programs and services to the library's community, including physical and intellectual access to collections; and performs other duties as assigned.

Required: Master of Library Science (M.L.S.) degree from an A.L.A. approved library school plus 3 years of relevant experience in technical services. Knowledge of cataloging principles, as well as knowledge of integrated cataloging systems. Familiarity with the Federal Depository Library Program. Excellent oral and written communication, interpersonal, and organizational skills. Ability to supervise, train, and evaluate staff. Must have an interest in researching and monitoring new technologies. The successful candidate will be a self-starter, able to meet deadlines and work well in a collaborative environment to achieve common goals. The successful candidate will be able to develop productive working relationships and work effectively as a team member as well as independently.

Compensation: Competitive salary commensurate with education, skills, and experience.

To Apply: Applicants must submit a cover letter, resume/CV, contact information for three professional references, and unofficial transcripts in order to be considered for this position. All applicants must apply through the NCCU Jobs website at <https://jobs.nccu.edu/postings/12018> by October 5, 2018. For questions about this position, please contact Austin Martin Williams, Assistant Law Library Director, at awill230@nccu.edu or 919-530-7711.

North Carolina Central University, an EEOC/AA employer, complies with the Immigration Reform and Control Act of 1986. All new employees must provide original documents verifying identity and employability within the first three (3) days of employment with the University. Accommodations for

applicants who qualify under the Americans with Disabilities Act or Section 503 of the Rehabilitation Act of 1973, as amended, are available upon request.