Head of Cataloging and Metadata
Georgetown University Law Library – Washington, DC

Located in a historic neighborhood in the nation's capital, Georgetown offers rigorous academic programs, a global perspective, exciting ways to take advantage of Washington, D.C., and a commitment to social justice. Our community is a tight knit group of remarkable individuals interested in intellectual inquiry and making a difference in the world.

Requirements
The Head of Cataloging and Metadata oversees the Cataloging and Metadata department to provide intellectual access to material owned or accessed by the library. The unit catalogs material in all formats, provides authority control and database maintenance, and prepares materials for the shelf. The workflow affects whether patrons could effectively and efficiently retrieve the resources. The incumbent manages all aspects of Cataloging and Metadata Department, including cataloging, authority control, database maintenance, and basic resource processing. Reporting to the Deputy Director and working with Law Library Technology staff and other Library Department Heads to develop policies and practices to enhance the online catalog and carry out other initiatives that provide access to materials in all formats, the Head of Cataloging and Metadata has additional duties that include but are not limited to:

- Supervises, mentors, and develops cataloging staff by providing assistance and setting an atmosphere that promotes effective work performance.
- Trains unit staff in all aspects of cataloging or necessary skills for various projects assigned to Cataloging and Metadata Department.
- Administers operations for cataloging library materials in all formats, developing and implementing comprehensive plans, policies, and procedures, as well as regulating work flow and workloads.
- Develops and monitors progress of cataloging and database maintenance projects, formulating practices to increase the efficiency and production of the department.
- Reviews cataloging staff’s original cataloging works, performing original cataloging and contributing new authority records to NACO program.
- Helps with authority control coordinator to keep our auto-authority control processing smooth and our authority file up to date.
- Provides metadata for archival material and coordinate activities between Digital Initiatives, Special Collections, and the Cataloging and Metadata Department.
- Meets and collaborates with other library units and departments in order to solve complex problems, review procedures, and strive to improve cataloging staff performance.
- Acts as communication channel between unit staff and administration as well as communicate decisions and information to staff.
- Participates in library committees and forums, search committees, task forces, and others, to contribute to the over-all welfare of the library operations or to represent the
unit, performing work for other departments or sections as part of library-wide efforts in cross-training and personal development.

- Participates in professional organizations such as the American Association of Law Libraries, American Library Association, and the Law Librarians Society of the District of Columbia (LLSDC) as a representative of the library and to actively participate in the advancement and promotion of the librarian profession, serving in various leadership capacities within these groups.
- Actively monitors and maintains awareness of changes to cataloging rules and trends, attending workshops/conferences relating to law or cataloging to keep professional knowledge up to date.

Requirements and Qualifications

- Master’s degree from an ALA-accredited school of library and/or information studies
- Three years of experience in cataloging work, including experience with substantial original cataloging
- Experience using a bibliographic utility (preferably OCLC) and an integrated library system (preferably Ex Libris ALMA)
- Mastery of traditional cataloging rules, standards and practices
- Experience classifying materials in the LC classification system
- Willingness to explore and apply metadata schemes to organize and provide access to digital collections
- Ability to manage multiple responsibilities in a dynamic and changing environment
- Commitment to enhancing services through teamwork and responsiveness to clients

Preferred Requirements and Qualifications

- Database design/management knowledge
- Knowledge of legal materials and experience classifying them in the LC classification system
- Knowledge of foreign languages and emerging technologies

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Submission Guidelines:

Please note that in order to be considered an applicant for any position at Georgetown University you must submit a cover letter and resume for each position of interest for which you believe you are qualified. These documents are not kept on file for future positions.

Need Assistance:
If you are a qualified individual with a disability and need a reasonable accommodation for any part of the application and hiring process, please click here for more information, or contact the Office of Institutional Diversity, Equity, and Affirmative Action (IDEAA) at 202-687-4798 or ideaa@georgetown.edu.

Need some assistance with the application process? Please call 202-687-2500. For more information about the suite of benefits, professional development and community involvement opportunities that make up Georgetown's commitment to its employees, please visit the Georgetown Works website.

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