POSITION DESCRIPTION

Metadata Librarian

Position
Metadata Librarian
Regular, 1.0FTE, Librarian Appointment
Start date: July 1, 2019 or after

Situated within the Metadata unit of UVic Libraries, the Metadata Librarian reports to the Head of Metadata, who in turn reports to the Associate University Librarian, Learning and Research Resources.

Working closely with colleagues across the Libraries, the Metadata Librarian provides leadership and support for the description of print, digital, and archival research collections. The Metadata Librarian is responsible for developing relevant metadata expertise and applying it across a variety of systems and situations.

The Metadata Librarian employs various library and archival metadata schema and vocabularies. Where appropriate, she/he will apply linked data principles and standards to allow UVic Libraries to better interoperate with metadata around the world.

The Metadata Librarian leads, trains, and manages staff members and others in metadata-related activity and documents and operationalizes metadata best practice. They leverage technological solutions to problems when appropriate.

The Metadata Librarian is an excellent communicator, is detail-oriented, and is passionate about creating high-quality, high-impact, and high-value metadata to users of UVic Libraries locally and globally. She/he is dedicated to ethical and professional metadata practice that respects and listens to communities and stakeholders.

Summary of Responsibilities

- Create bibliographic and authority metadata for library material in UVic’s Integrated Library System (currently Voyager)
- Create metadata for digital collections and archival resources within various systems (Samvera, CONTENTdm, Archive-It, DSpace, AtoM and others)
- Assist with managing the production of bibliographic, authority, and digital collection metadata
• Work with stakeholders to establish metadata and cataloguing policies
• Remediate, migrate, and transform metadata in various systems
• Establish efficient and sustainable metadata workflows, leveraging appropriate tools, systems, and techniques
• Manage projects
• Provide leadership and training
• Assist with UVic Libraries’ application of linked open data principles and standards
• Leverage metadata and system expertise to create reports
• Provide metadata consultation and support for library and campus projects
• Document and communicate decisions related to metadata policy, procedure, and workflow
• May undertake liaison and collection duties in an appropriate area of expertise

Required Qualifications

• Master’s degree from an accredited school of library science, or a Master’s or higher degree in another discipline with expertise and excellence in professional practice relevant to the position if the candidate agrees to complete a MLS from an accredited school of library science before the end of the probationary period (or the equivalent combination of education and experience in archival science in the case of an Archivist)
• Knowledge of library and archival standards and principles (RDA, IFLA-LRM, LCC, LCSH, LCGFT, DDC, MARC21, BIBFRAME, RAD, EAD, etc.)
• Knowledge of metadata standards and vocabularies (Dublin Core, OCLC-FAST, AAT, GeoNames, Wikidata, etc.)
• Demonstrated ability to leverage technology to solve problems
• Demonstrated ability to manage projects
• Superior written and spoken communication skills

Desirable Qualifications

• Experience working in a digital asset management system
• Experience working in an Integrated Library System or Library Services Platform
• Experience remediating large sets of metadata using tools such as Open Refine and MarcEdit
• Experience with linked open data standards, systems and formats (RDF, JSON-LD, SKOS, OWL, SPARQL, schema.org, Wikidata etc.)
• Reading proficiency in a language/s other than English

Scholarly and Professional Activities

Participates in Libraries and University committees, councils, task forces, and teams as appropriate. Keeps up-to-date with developments in the profession and related fields, and on broader issues that affect the practice of librarianship. Participates in professional organizations as appropriate. Undertakes research and engages in scholarship as appropriate.

Standards of Performance
Faculty, Librarians, and Archivists at the University of Victoria are governed by the provisions of the Collective Agreement (https://www.uvic.ca/vpacademic/assets/docs/Collective%20Agreement.pdf). Members are represented by the University of Victoria Faculty Association (www.uvicfa.ca). Standards of performance are assessed as set out in the Evaluation Policy for Librarians.