Library Associate : Cataloguing and Metadata

Job Title:	Library Associate: Cataloguing and Metadata
Department:	Library – Cataloguing Services
Reports To:	Cataloguing and Metadata Librarian
Jobs Reporting:	Click here to enter text (please enter job titles, not incumbent names)
Salary Grade:	USG 7
Effective Date:	August 2023

Primary Purpose

The University of Waterloo seeks a flexible, innovative, and experienced cataloguer for the position of Library Associate: Cataloguing and Metadata. The Library Associate will report to a Cataloguing and Metadata Librarian and is responsible for original and derived cataloguing through recognized standards and local practices. The Cataloguing Associate will also use their in-depth understanding of the library interface's functionality, cataloguing, and metadata best practices to identify and enrich local and consortia records, correcting inaccuracies that contribute to resource discoverability, access, and management.

At the University of Waterloo, the Cataloguing Associate is responsible for cataloguing and processing all library holdings, including unique projects with other departments in the Library. The Cataloguing Associate will ensure that these materials are included in the shared catalogue and discovery platforms of the Ontario Council of University Libraries (OCUL) Collaborative Futures program.

The position is responsible for staying current in metadata best practices, procedures and suggesting strategies that impact effectiveness or efficiency of the shared library services platform and communicating that knowledge to the Cataloguing and Metadata Librarian.

The University of Waterloo Library is the campus's partner in learning, research, and innovation. Its two main locations and three satellite spaces act as interdisciplinary hubs, bringing together the knowledge, expertise and resources needed by our diverse campus community. The University was built for change and the Library exemplifies Waterloo's agility as we continuously transform our approaches to creating, discovering, using, sharing and preserving information. With a commitment to open and equitable access to information, we equip researchers and students with the critical research skills to improve our world as active citizens, creative problem solvers and agile leaders. All of our work is done with a strong commitment to equity, diversity, inclusion and accessibility.

Key Accountabilities

Record Creation and Maintenance

- Perform derived and original cataloguing/metadata for print and electronic materials, special format materials, such as, French, German, and other languages, rare materials, maps, digital collections, accessible objects, and theses
- Enhance discovery of print or electronic resources by creating and maintaining authority records, subject analysis, classification, holdings maintenance, and regular cataloguing duties that meets the

standards of the Library of Congress and Resource Description and Access (RDA), Metadata Object Description Schema (MODS), and Dublin Core
- Locate, assess, import, and update bibliographic records from sources such as vendors, shared catalogues, and other institutions
- Follow and develop processes using bulk metadata editing software to update records and complete bulk database changes
- Adhere to the policies and best practices established by the Ontario Council of University Libraries (OCUL) Collaborative Futures consortium and work according to guidelines for shared records
- Participate in the analysis, development, and maintenance of records, in collaboration with other OCUL-CF committee groups
- Maintain awareness of trends and developments in cataloguing policies and procedures

Provision of Information Service to Library Users
- Provide information and triage services to library users using an online chat platform for and on occasion following up with the library user
- Engage with information seekers with thoughtfulness, inclusivity, and a desire to meet their information needs

Communication & Collaboration
- Maintains a high degree of independence while maintaining regular contact with coworkers across units and within the cataloguing department via email, virtual meetings, and in-person interactions as a part of regular workflow and to problem solve unique issues
- Follow complex procedures and technical documentation with a high level of accuracy, and effectively interpret rules and guidelines
- Participate and provide feedback to the Cataloguing and Metadata Librarian in the maintenance and updating of department documentation when procedures change to reflect recent technology and workflows
- Work to resolve access issues and other concerns via the ticketing platform which requires interaction and communication with other staff members from other departments
- Take part in Library and OCUL-CF committees to assist with information sharing and decision making
- Thoughtfully engage with library users concerns and questions by providing reference services
- Supports and advances the Library's strategic directions to further the Library's contribution to the University's strategic priorities

Required Qualifications

Education
- Undergraduate degree, Library Technician diploma, or equivalent in education/experience

Experience
- Experience cataloguing according to RDA & MARC record standards
- Experience working in a Library Services Platform
- Experience providing excellent reference or customer service
- Experience working in a library, or library-adjacent setting
- Familiarity working with scripting and web programing languages
- Familiarity with data extraction, manipulation, reporting, tools, and processes

Knowledge/Skills/Abilities

- Knowledge of current cataloguing principles and standards as defined in FRBR, RDA, and MARC formats, as well as an awareness of emerging standards
- Awareness of technologies such as bulk editing tools, and how they can be effectively applied to workflows
- Commitment to continued learning and growth, including the ability to develop expertise in the field of metadata and cataloguing
- Aptitude for interpreting and following complex technical instructions to accurately complete a job
- Willingness to work as a part of a team while treating others with respect, kindness, and inclusivity
- Strong problem-solving skills, and the ability to apply a given set of rules to a wide range of circumstances
- High level of focus for repetitive, detail-oriented tasks
- Time management skills, and the ability to balance workload while working independently
- Ability to anticipate problems and issues and take the necessary steps to resolve or report the issue to the appropriate people

Nature and Scope

- **Contacts:** Work closely with other members of the Cataloguing Department to achieve group goals. Troubleshoot and ensure access with ER-Access Team and Acquisitions. Collaborate with other departments that require cataloguing services, such as Special Collections & Archives, the Geospatial Centre, Accessibility Services, and Digital Initiatives. Work in a consortia environment (OCUL-CF).
- **Level of Responsibility:** Responsible for making sure that the library's resources are up--to--date, RDA and OCUL-CF requirements are adhered to, and the integrity of the database is maintained.
- **Decision-Making Authority:** Work together with those in the Department to ensure that daily tasks of traditional cataloguing resources of print and electronic are completed in addition to advanced cataloguing and metadata investigation.
- **Physical and Sensory Demands**: Minimal exposure to disagreeable conditions typical of an office position, may be required to move book trucks filled with library materials and to shelve and retrieve library materials.
- **Work location:** Takes place mainly in the Dana Porter Library, but the position is also suitable for a hybrid work arrangement.
- **Working Environment:** Minimal exposure to disagreeable conditions typical of an office position exposed to stress and pressure associated with those responsibilities.