Job Title:	Cataloguing and Metadata Librarian
Department:	Library – Cataloguing Services
Reports To:	Head, Metadata and Cataloguing Services
Jobs Reporting:	Library Associates, Cataloguing
Salary Grade:	USG 10-13
Effective Date:	2022

Primary Purpose

The Cataloguing and Metadata Librarian, as a specialist, plays a key role in the investigation and application of metadata standards at UWaterloo. In addition to theoretical knowledge, they are responsible for managing a team of colleagues, by providing staff training, quality control, procedural documentation, and guidance on emerging technologies and standards. The Cataloguing and Metadata Librarian enables the discovery and access to unique and complex resources through the creation, maintenance, and management of bibliographic records and related inventory. As a metadata expert, they will consult and collaborate with other library units, campus partners, and across institutions within a consortial environment.

The Metadata and Cataloguing Services Department has two Cataloguing and Metadata Librarians who work together closely and are each responsible for one of the following portfolios:

1. Descriptive Cataloguing
   - Oversee a team of Cataloguing Associates who perform original cataloguing on physical and electronic resources, including subject analysis, and classification and the creation and maintenance of authority records
   - Address complex cataloguing decisions by using sound judgement to apply descriptive cataloguing rules
   - Develop internal and consortial, policy for metadata and cataloguing practices

2. Record and Material Maintenance
   - Oversee a team who perform Derived Cataloguing and database maintenance activities such as the addition, updating, and withdrawing of material
   - Oversee the physical flow of material in the department, including physical processing of catalogued items
   - Develop projects and workflows for database clean up and inventory maintenance

Key Accountabilities

Management and leadership
- Organize, prioritize, assign, manage, and report on metadata projects to ensure that user needs are met
- Analyze and solve complex problems to establish effective workflows
- Mentor staff through coaching and training, to support their goals for learning and personal growth
- Adjust priorities and manage workloads for simultaneous projects, and support staff as they transition to new tasks
- Demonstrate strong leadership, including a commitment to equity, shared responsibility, and accountability

- Foster a positive, and open team environment where department members work individually, collaboratively, and collectively towards achieving departmental and library goals
- Participate in hiring both as a recruitment lead, and member of hiring committees, and facilitate on-boarding and orientation of new department members, including co-op students, contract, and permanent staff
- Represent the Head, Metadata and Cataloguing Services in their absence

Record creation and maintenance

- Perform original cataloguing, including the creation and maintenance of authority records, subject analysis, classification, holdings maintenance, and regular cataloguing duties
- Complete quality control checks on records created by team members, and provide feedback and resources to support their personal growth and development
- Manage a library database in an integrated library system, and ensure that information correctly interfaces with discovery layers
- Construct and run analytical reports on the library database to update records to current metadata standards
- Assist the Head in the development and documentation of metadata standards, procedures, and Department policies
- Develop processes and apply metadata batch editing software to automate the maintenance and enhancement of bibliographic records and the library database
- Integrate equity, diversity, inclusion, and accessibility (EDIA) principles into daily operations, and work with an awareness of the importance of ethics in metadata creation
- Create and advise on descriptive metadata for digital asset management, and work with campus partners to develop and promote best practices for interoperable metadata
- Act as an expert resource for the department, library, and campus on metadata principles including areas such as access, retrieval, classification, taxonomies, database development, scalability, etc.

Professional development

- Participate in the determination, documentation, and implementation of local cataloguing policy and best practices
- Maintain a working knowledge of current cataloguing and metadata standards, and an awareness of emerging areas and alternative schema
- Serve on Library committees & task groups, attend conferences, and participate in discussions to support idea sharing and discuss issues relating to providing access to library collections and electronic resources

Communication and outreach

- Operate as a member of a cross-departmental team to meet user discovery needs, and consult with campus representatives to ensure University goals and objectives are being supported
- Work collaboratively to create a positive user-experience, including timely service and resolution of access issues
- Liaise with departments across campus to provide expertise and support for their information and metadata needs
- Operate as a collaborative member of the Ontario Council of University Libraries consortium to assist with information sharing and decision making
- Thoughtfully engage with library users and aid with their information needs by providing reference services
- Act as a liaison between the University of Waterloo authors and departments, and Library and Archives Canada to acquire Cataloguing in Publication Data

All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and

safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.

Required Qualifications

Education
• A Master's degree in library information studies from an ALA- accredited or equivalent institution
Experience
• Demonstrated descriptive metadata expertise, including MARC/RDA, subject analysis, controlled vocabulary, and classification
• Supervisory or training experience
• Asset: experience with metadata application profiles
Knowledge/Skills/Abilities
• Working knowledge of current cataloguing principles and standards as defined in FRBR, RDA, and MARC formats, as well as an understanding of emerging standards, such as, the principles of linked data
• Commitment to continued learning and growth, including the ability to develop expertise in the field of metadata and cataloguing, and act as a resource to the department and library community
• Awareness of technologies, such analytic reports and bulk editing tools, and how they can be effectively applied to workflows
• Commitment to treating others with respect, kindness, and inclusivity, and the ability to build a supportive work environment
• Strong problem-solving skills and the ability to oversee complex, detail-oriented work, and an aptitude for applying creative solutions
• Ability to assess processes, create documentation for metadata standards, and implement new practices
• Demonstrated ability to support staff success through providing coaching, training, and identifying opportunities for their growth
• Time management skills, and the ability to balance multiple responsibilities, and adjust according to changing priorities

Nature and Scope

- **Contacts:** Internally, communicates with employees in all groups and departments throughout the University community to gather ideas, envision, articulate, update and inform on projects they are leading, or otherwise accountable for. Externally, communicates with vendors and colleagues at other institutions in order to execute work.
- **Level of Responsibility:** The position is responsible and accountable for the projects and work that they lead, as well as accountable for providing training and strategic direction to their team. Works with minimal supervision and oversees direct reports.
- **Decision-Making Authority:** Collaboratively with the Cataloguing Management Team, they are responsible for the development and delivery of cataloguing and metadata related workflows. Accountable for work of direct reports. Responsible for problem-solving complex cataloguing and workflow issues.
- **Physical and Sensory Demands**: Minimal exposure to disagreeable conditions typical of an office position.
- **Working Environment:** This is a hybrid work environment where there is a requirement for some work to occur on campus. Minimal exposure to disagreeable conditions typical of an office position exposed to stress and pressure associated with those responsibilities