



**JOB TITLE:** Principal Cataloguer (USG 12)

**REPORTS TO** (job title): Head, Metadata & Cataloguing Services

**JOBS REPORTING** (job titles): Library Associate, Cataloguing & Information Services

**DEPARTMENT:** Library

**LOCATION:** Main Campus

<b>DATE:</b>	2016-08-29
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**PRIMARY PURPOSE:**

The Principal Cataloguer is accountable to the Head, Metadata & Cataloguing Services for leading electronic descriptive bibliographic data loading and producing original cataloguing to support access to library collections. The Principal Cataloguer works collaboratively with Collections Development to ensure ongoing access to our electronic materials. The Principal Cataloguer participates in the Cataloguing Management Team and provides supervision, coaching and support of Library Associates, Cataloguing & Information Services. Working with these direct reports, the Principal Cataloguer is accountable for the subject analysis and classification of resources for which no cataloguing copy is available. The Principle Cataloguer participates in the monitoring of national and international cataloguing and metadata standards and in the formulation and documentation of local cataloguing policies and procedures. The Principle Cataloguer oversees authority control work for the Tri-University Group of Libraries (TUG) consortium.

**KEY ACCOUNTABILITIES:**

<b>1.</b>	<p>As Principal Cataloguer:</p> <ul style="list-style-type: none"> <li>• Serve as expert advisor to the department head and Cataloguing &amp; Metadata Librarian(s) on MARC cataloguing theory and practice</li> <li>• Acquire, review, revise and load electronic bibliographic data sets for TUG and OCUL libraries</li> <li>• Perform subject analysis, assigning classification numbers and subject headings to materials in various languages and formats</li> <li>• Remain current with cataloguing and MARC metadata standards and collaboratively participate in the development, documentation and implementation of local cataloguing policy</li> <li>• Maintain awareness of national and international metadata standards and practices including those emerging and under development</li> <li>• Perform quality control checks of bibliographic records in the database</li> <li>• Work with library and TUG colleagues to facilitate the preparation of bibliographic and holdings records for jointly held electronic resources</li> <li>• Analyse electronic problem reports to determine what action is to be taken and to see that this action is carried out. Works collaboratively with Collection Development on requests that come in through Request Tracker</li> <li>• Communicate with selectors and other library staff regarding the processing of new material and the handling of problem reports</li> <li>• Serve as liaison between University of Waterloo authors and departments and the Library &amp; Archives Canada to acquire Cataloguing in Publication data</li> </ul>
<b>2.</b>	<p>As a supervisor of Library Associates, Cataloguing &amp; Information Service:</p> <ul style="list-style-type: none"> <li>• Makes decisions on the hiring of his/her direct report(s), in consultation with the Head, Metadata &amp; Cataloguing Services</li> <li>• Coaches, trains and develops employee(s) to assure growth and development of that(those) individual(s)</li> <li>• Conducts regular performance reviews with direct report(s), and ensures adherence to annual Performance Planning process</li> </ul>
<b>3.</b>	<p>As a member of the Cataloguing Management Team:</p> <ul style="list-style-type: none"> <li>• Works collaboratively with department supervisors to develop and implement innovative, effective cataloguing &amp; metadata methodologies and workflows and oversee departmental training needs assessment and training framework development for staff</li> </ul>
<b>4.</b>	<p>As coordinator of authority work for TUG:</p> <ul style="list-style-type: none"> <li>• Coordinate the loading and processing of authority records received from the vendor</li> </ul>



- Collaboratively with Waterloo and TUG cataloguing partners, establish policies and procedures for authority work on individual and bulk loaded records
- Collaboratively with department supervisors assign appropriate authority control work to library associates at Waterloo
- Provide documentation and training for authority workflows and procedures
- Report to TUG Cataloguing the status of authority loads and any problems arising

**POSITION REQUIREMENTS:**

**Education:** ALA-accredited Master of Library Science degree, or significant equivalent experience.

**Experience:**

- Demonstrated knowledge of current and emerging issues, trends, workflows, and best practices cataloguing and metadata
- Demonstrated communication and interpersonal skills; ability to present and share ideas clearly and effectively.
- Demonstrated ability to facilitate discussions and promote productive cooperation and teamwork
- Demonstrated ability to independently, as well as collaboratively, plan, coordinate, and implement effective projects, including managing multiple and simultaneous projects
- Broad knowledge of user-focused library technologies, services, tools, and best practices in cataloguing and metadata
- Demonstrated ability to work effectively in a service oriented environment, which values collaboration and collegiality
- Demonstrated ability to interact with all staff in a respectful and sensitive manner

**Technical:**

- Demonstrated descriptive metadata expertise including MARC/RDA
- Sound understanding of authority control processes
- Demonstrated knowledge of current and emerging issues, trends, workflows, and best practices in the field (e.g., MODS, PREMIS, RDA, and metadata design principles)
- Broad knowledge of user-focused library technologies, services, tools, and best practices in metadata and discovery services

**Assets:**

- Experience in an academic research library
- Experience with project management, including planning, communication, and assessment
- Experience developing ontologies or taxonomies
- Knowledge of archival principles, descriptive standards and best practices

MS Word	Excel	PowerPoint	Other
Intermediate	Intermediate	Basic	Advanced (see Technical above)

**NATURE AND SCOPE:**

- **Interpersonal Contacts:** Internally, communicates with employees in all groups and departments throughout the University community and at all levels to gather ideas, envision, articulate, update and inform on projects s/he is leading or otherwise accountable for. Externally, communicates frequently 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 other work that s/he lead as well as accountable for ensuring staff perform specialized work. Works with minimal supervision and has 4 direct reports.
- **Decision-Making Authority:** Collaboratively with the Cataloguing Management Team, responsible and accountable 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 environment.
- **Working Environment:** Exposure to stresses related to pressures and priorities related to typical librarian responsibilities