

Cataloging and Metadata Librarian (4006)

Pocatello - Main

Company Description

Idaho State University, established in 1901, is a Carnegie-classified doctoral research and teaching institution, with a culture built on trust, compassion, stability, and hope. ISU serves over 12,000 students in Pocatello, Meridian, Twin Falls, and Idaho Falls. Students and faculty at ISU are leading the way in cutting-edge research and innovative solutions. We are proud to offer exceptional academics nestled in the grand, natural beauty of the West. We invite you to apply to be a part of our University community!

Job Description

This position manages the creation and enrichment of metadata representing the Libraries' digital and physical collections and other materials. This position is also responsible for working in coordination to establish best practices, standards and procedures for cataloging and/or metadata as required. The Cataloging/Metadata Librarian will perform original cataloging and catalog maintenance in all formats in a mixed RDA/AACR2 environment using the MARC standard and may work with other metadata standards and schemas (e.g. BIBFRAME) as the need arises. Key responsibilities include:

- Applies metadata to library and other materials records according to library designated standards with understanding of system capabilities and implications; materials may include print, microform, and electronic resources
- Serves as a point of contact for cataloging questions
- Provides quality control of cataloging, including conducting analysis of existing descriptive cataloging, subject assignment, classification, and authority records, and national utility records, thus ensuring that cataloging complies with required local and national standards
- Keeps abreast of emerging trends, innovations and best practices affecting library systems and catalogs, and of methods of electronic resources management and metadata standards
- Uses available tools, including MarcEdit and OCLC Connexion Client, to implement changes and enhancements to Sierra
- Coordinates with Cataloging and Metadata Librarian to create and maintain policies and procedures for bibliographic, holdings and item records within Sierra and for select digital resources stored outside of Sierra
- Serves as a subject librarian to designated academic departments and oversees the selection of materials in assigned subject areas
- Assists in collection development and evaluation; monitors pertinent portions of the acquisitions budget; works to develop and maintain good relations with faculty members
- Participates in the Library's instruction program
- Participates in professional activities, including university and library committees and task forces, and attends professional meetings
- Other duties as assigned by direct supervisor

Minimum Qualifications

- Requires an MLS, M.L.I.S. or equivalent from an ALA-accredited program by date of hire
- Knowledge and understanding of 2017 ALCTS Core Competencies for Cataloging and Metadata Professional Librarians
- Knowledge and understanding of library-based descriptive standards and specialized rules (e.g. RDA)
- Demonstrated written communication skills

Preferred Qualifications

- Knowledge and understanding of one or more integrated library systems
- Knowledge of recent developments and emerging trends in technical services and academic research libraries, including familiarity with the use of linked data and future implementation of BIBFRAME by libraries
- Demonstrated ability to work independently as well as collaboratively in a complex, rapidly changing and professionally diverse environment

Apply online at <https://isu.csod.com/ux/ats/careersite/5/home/requisition/1367?c=isu>

Additional Information

Please submit your CV/resume, cover letter, and list of three (3) professional references, including current contact information. This position will remain open until it is filled; however, priority consideration will be given to applications received prior to October 10, 2021. Salary will be commensurate with education and experience. Benefits include comprehensive health, dental, and vision; life insurance; disability plan; employee assistance program (EAP); excellent retirement options and company contribution; and generous paid time off/sick leave accrual. All offers of employment are conditional pending the successful completion of a background investigation, provided by HireRight.