METADATA LIBRARIAN AND ASSISTANT DIVISION HEAD

Simon Fraser University Library invites applications for the position of Metadata Librarian and Assistant Division Head of the Resource Acquisition, Management, and Metadata (RAMM) division.

Reporting to the Division Head, the Metadata Librarian provides expertise and leadership for the Metadata unit within the RAMM division. They coordinate MARC and non-MARC metadata creation and management for the Library's electronic and print collections. As Assistant Division Head they oversee the work of five staff positions, establishing best practices, policies, and procedures. A strong collaborative leader with a focus on user needs, they work with internal and external partners to create solutions that ensure optimal discovery of the Library's collections.

SETTING

We acknowledge the Sḵwx̱wú7mesh Úxwumixw (Squamish), xʷməθkʷəy̓əm (Musqueam), səl̓ílwətaʔɬ (Tsleil-Waututh), q̓íc̓əy̓ (Katzie), and kʷikʷəƛ̓əm (Kwikwetlem) peoples, on whose traditional territories Simon Fraser University's three campuses stand. By recognizing the Unceded Traditional Coast Salish territories, we aspire to create space for reconciliation through dialogue and decolonizing practices.

Ranked by respected national surveys as one of Canada's top three comprehensive universities for the past 20 years, Simon Fraser University has also been consistently named one of British Columbia's Top Employers in recent years, as well as one of Canada's Top 100 employers, and one of Canada's top family-friendly employers. SFU offers more than 100 undergraduate major and joint major programs and more than 75 graduate offerings, spanning many disciplines in eight faculties, and has an international reputation for its innovative interdisciplinary and professional programs. The main W.A.C. Bennett Library is located on the Burnaby campus, while the Samuel and Frances Belzberg Library is on the Vancouver campus, and Fraser Library is at SFU Surrey.

The SFU Library is known for the development and implementation of innovative technology, leadership in Open Access, and excellent in-person and online user services. We serve an ethnically diverse student population, most of whom live off-campus and work part-time while attending university. SFU Library collaborates broadly with other institutions through membership in the Canadian Association of Research Libraries, the Association of Research Libraries, and regional consortia. For more information, see our web site at https://www.lib.sfu.ca.

The SFU Library commits to a continuous process of transformation to advance equity, diversity, and inclusion and to serve the cause of social justice. The Library's Statement on Equity, Diversity and Inclusion provides more information.

ASSIGNMENT

- Provide leadership, expertise, and management for the Metadata unit, including cataloguing-related processing activities and metadata services

- Coordinate and train five continuing staff including a group leader, three Metadata Assistants, and a Prep Assistant
- Assess, develop, and document standards, policies, and procedures to support discovery, access and use of the Library's physical and digital collections
- Supervise original and complex copy cataloguing and bring a systematic approach toward correcting errors in the catalogue
- Participate in digital project planning, and create appropriate metadata strategies and workflows to ensure accuracy and discovery
- Develop metadata crosswalks and data conversion routines for managing and integrating diverse metadata, including MARC and non-MARC formats, to facilitate interoperability across multiple discovery systems
- Direct special initiatives such as the cataloguing of format or language based collections, and participate in other library initiatives that include a cataloguing or metadata component
- Foster diversity, equity, and inclusion through cataloguing and metadata practices that advance thinking for justice and mitigate problematic legacy metadata
- Communicate and collaborate with other Library divisions and external partners engaged in metadata creation, emphasizing a strong user-centred approach
- Produce statistics and analyses of library materials to meet various internal and external requirements using a variety of tools
- Maintain awareness and knowledge of current and emerging trends, standards, and best practices in librarianship, especially with respect to cataloguing, metadata, classification and subject analysis, bibliographic and authority control, automation of cataloguing functions, and discovery systems
- Develop professional knowledge and skills on a continuing basis
- Advance the values and goals outlined in the Library's Strategic Plan
- Other librarian duties as assigned

QUALIFICATIONS

Required:

- Master's degree in Library or Information Studies from an ALA accredited program, or its equivalent
- A minimum of three years of professional library experience, with increasing leadership responsibilities (n.b. candidates can include internship or placement experience)
- Ability to advance equity, diversity, and inclusion and to identify ways in which the RAMM division can advance social justice and Indigenous initiatives at the Library and SFU
- Ability to recognize, respect, and work effectively with individuals and groups with diverse perspectives and backgrounds
- Ability to develop, maintain, and grow professional relationships and to contribute to a collegial team environment
- Experience with creating, implementing, and evaluating policies, procedures, and workflows, and leading staff training
- Knowledge of library and archival metadata principles, as well as demonstrated experience applying and adapting them to existing and emerging content in a variety of formats

- Experience working in an Integrated Library System (for example Alma, Sierra, or Worldshare) performing resource description, batch set loading, and maintenance, as well as experience editing and transforming metadata and MARC records
- Knowledge of, and preferably experience with, tools that assist in metadata creation and remediation (e.g. OpenRefine, MARCedit) as well as bibliographic utilities (e.g. OCLC Connexion, Worldshare)
- Knowledge of current national and international standards for cataloguing and bibliographic control such as RDA, MARC21, AACR2, FRBR, FRAD, LCRI/LCPSs, CSH, LCSH, Canadian and LC classification schedules
- Knowledge of non-MARC metadata structures such as Dublin Core, MODS, TEI, and EAD
- Interest in or knowledge of reparative description, for example decolonizing metadata
- Demonstrated project management experience, including time management skills and ability to set priorities and meet deadlines. Includes ability to be consultative and to coordinate actions based on needs and expertise of various stakeholders
- Ability to assess, analyze, plan, and solve problems creatively and collaboratively in a complex, rapidly-changing environment
- Strong commitment to user-centred library service and the ability to work flexibly and creatively in a changing and fast-paced environment with a culturally diverse population
- Excellent interpersonal and intercultural communication skills, both orally and written
- Commitment to continued professional development

Desired:

Applicants are reminded that the points below are merely desired. The Search Committee welcomes applications from candidates who do not have experience or knowledge in these areas.

- Supervisory experience in a unionized environment
- Practical and theoretical knowledge of PCC programs (BIBCO, CONSER, NACO, and SACO)
- Knowledge of the linked data environment and the semantic web, including emerging library initiatives (e.g. BIBFRAME, data modeling in RDF) and name identifier systems (e.g. ORCID, ISNI)
- Experience with the Alma integrated library system
- Experience managing access to electronic resources including shared knowledge bases from a metadata perspective
- Knowledge of trends in academic research library environments

TERMS OF APPOINTMENT

This is a full time continuing Librarian position, with an anticipated start date as soon as possible.

Librarians are members of the SFU Faculty Association. Terms, conditions and benefits of employment are outlined in the Collective Agreement:
https://www.sfu.ca/faculty-relations/collectiveagreement.html

The successful applicant will be appointed at a salary level commensurate with their experience and qualifications. Current salary scales are available from:
https://www.sfu.ca/faculty-relations/salary.html

All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority. Simon Fraser University is committed to employment equity and encourages applications from qualified candidates of all genders, visible minorities, persons of First Nations, Inuit, or Métis heritage, persons with disabilities, and persons who identify as LGBTQ2SIA+.

Under the authority of the University Act, personal information that is required by the University for academic appointment competitions will be collected. For further details see: http://www.sfu.ca/vpacademic/faculty_openings/Collection_Notice.html

Information about what to expect when you apply for a librarian position at SFU is available here: https://www.lib.sfu.ca/about/overview/employment/what-expect-librarian-position

TO APPLY

To be given assured consideration applications must be submitted by email in one consolidated PDF document with cover letter and curriculum vitae by 4 pm Pacific time on Friday, May 6, 2022 to:

Susie Smith   Phone: 778-782-4658
Library Management Office   Fax: 778-782-3023
W.A.C. Bennett Library   Email: library@sfu.ca
Simon Fraser University