



Catalog Metadata Librarian—Search # 67666
Zach S. Henderson Library / Collection & Resource Services

The Department of Collection and Resource Services in the Zach S. Henderson Library invites applications and nominations for the position of Catalog Metadata Librarian. This position is located on the Statesboro campus.

Georgia Southern University is the state's largest and most comprehensive center of higher education south of Atlanta. With 141 degree programs at the associate's, bachelor's, master's, and doctoral levels, Georgia Southern is designated a Carnegie Doctoral/Research university and serves more than 27,000 students on three vibrant campuses—the Armstrong campus in Savannah, the Statesboro campus, and the Liberty campus in Hinesville. Georgia Southern offers an attractive campus environment that encourages learning, discovery, and personal growth. Nationally accredited academic programs prepare diverse scholars for leadership and service as working citizens.

Since 1906, the University's hallmark has been a culture of engagement that bridges theory with practice, extends the learning environment beyond the classroom, and promotes student growth and life success. Central to the University's mission is the faculty's dedication to excellence in teaching and the development of a fertile learning environment exemplified by a free exchange of ideas, high academic expectations, and individual responsibility for academic achievement. Faculty, staff, and students embrace core values expressed through integrity, civility, kindness, collaboration, and a commitment to lifelong learning, wellness, and social responsibility.

Within this setting, the Zach S. Henderson Library's mission is to support the University by providing access to information, collections, and services designed to meet the scholarly needs of the University. In addition, the Library promotes independent lifelong learning, employs a learner-centered service ethic, and ensures a comfortable and secure study environment. The Catalog Metadata Librarian plays a pivotal role in the library's mission, working in a collaborative team environment to facilitate discovery and access to library collections, information, and knowledge for the student, researcher and scholar alike.

Position Description. Reporting to the Head of the Collection and Resource Services Department, the Catalog Metadata librarian requires substantial cataloging knowledge and skills in order to support the cataloging, metadata, and discovery services of the department. The Catalog Metadata librarian performs original cataloging of diverse materials in a full range of subject areas and oversees quality control for previously cataloged content. The position is a 12-month tenure track faculty appointment at the level of assistant professor, and the salary is competitive and commensurate with qualifications and experience. The Catalog Metadata librarian supervises several cataloging staff members as well as student assistants.

Required Qualifications:

- Earned master's degree in Library Science by January 1, 2019
- Demonstrated professional cataloging and metadata experience

- Ability to create original as well as copy records for monographs, serials, non-print materials, digital resources, and special collections
- Working knowledge of cataloging schemas including MARC and non-MARC
- Working knowledge of library trends in metadata, resource discovery, and digital resources
- Working knowledge of OCLC Connexion and integration with library management systems
- Demonstrated aptitude for using library technology such as LibGuides
- Excellent oral and written communication skills
- Excellent interpersonal skills
- Ability to work collaboratively with colleagues in the library as well as university faculty
- Interest in and potential for meeting established promotion and tenure criteria
- Must be authorized to work in the United States for the duration of employment without assistance from the institution

Preferred Qualifications:

- Three years of professional cataloging experience
- Experience with the Alma library resource management system
- Experience cataloging in a consortium
- Experience cataloging special collections and archival materials
- Knowledge of digitization principles/practices and archival standards
- Experience with non-Marc metadata
- Experience creating controlled vocabularies
- Experience creating local authority records
- Experience training staff in cataloging practices

Screening of applications begins November 1, 2018, and continues until the position is filled. The preferred position starting date is January 1, 2019. A complete application consists of a letter addressing the qualifications cited above; a curriculum vitae; and the names, addresses, telephone numbers, and email addresses of at least three professional references. Other documentation may be requested. Only complete applications submitted electronically will be considered. Finalists will be required to submit to a background investigation. Applications and nominations should be sent to:

Debra Skinner, Search Chair, Search # 67666
 Georgia Southern University
 Collection & Resource Services Department
 Zach S. Henderson Library
 Electronic mail: dskinner@georgiasouthern.edu
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More information about the institution is available through <http://www.georgiasouthern.edu> or <https://library.georgiasouthern.edu/about/employment/>. Georgia Southern University seeks to recruit individuals who are committed to working in diverse academic and professional communities and who are committed to excellence in teaching, scholarship, and professional service within the University and beyond. The names of applicants and nominees, vitae, and other non-evaluative information may be subject to public inspection under the Georgia Open Records Act. Georgia Southern University is an Affirmative Action, Equal Opportunity institution. Individuals who need reasonable accommodations under the ADA to participate in the search process should contact the Vice Provost.