Amherst College
Trustee-Appointed Position Description

Name: New Position
Title: Metadata/Discovery Librarian
Department: Library
Reports to: Metadata Management Librarian
Date completed: September 2015
Position status: Full-time

Function
As part of a collaborative and dynamic team, a) creates and maintains metadata that provides or improves access to digital library collections and b) enables and facilitates the discoverability of resources. Participates in the development, implementation, and evaluation of metadata policies, goals, and procedures; works to provide optimal access to e-resources through user-focused practices with existing and potential discovery tools and systems.

Principal duties and responsibilities
- Supports discovery of and access to digital library collections through metadata creation, analysis, enrichment, quality assurance, and maintenance according to national metadata standards and best-practices.
- Implements policies, goals, and procedures for non-MARC metadata, in consultation with the Metadata Management Librarian.
- Assists with establishing appropriate approaches for the creation of metadata for individual projects or classes of materials in consultation with various stakeholders.
- Provides instruction and training of graduate school Interns and Residents based in Technical Services in all aspects of metadata production, with an emphasis on building skills to support the evolution of bibliographic control, to improve metadata quality, consistency, efficiency, and output.
- Participates with Metadata Manager on digital collections and digital scholarship projects in partnership with faculty and/or students. Provides instruction in description, controlled vocabularies, tagging, and discovery as needed.
- Works closely with Research, Instruction & User Experience Librarian to support usability, coordination, and assessment of resources in an online environment.
- Continually develops expertise with emerging technologies and identifies, monitors, assesses, and relays information about trends and innovations in e-resources and discovery to others.
- Initiates improvements to the design and development of how electronic resources are delivered, informed by user preferences, communication with external service providers, and user communities; works with the Head of Serials to integrate new features in discovery, solve issues, and provide optimal access to the Library’s electronic resources.
- Serves at a Reference desk, up to 5 hours a week.
- Actively participates in outreach activities, committees and work groups of the Library, the College, and Five Colleges and regional and national organizations as appropriate.
- Demonstrates and facilitates effective communication throughout the Library and across the College.
Qualifications

- Master’s degree from a program accredited by the American Library Association or foreign equivalent required.
- Demonstrated knowledge of cataloging rules, metadata schemas, standards, tools and their application, such as RDA, LCSH, LCC, MARC21, OCLC, MODS, VRA Core, Dublin Core, DCRMs, DLF MODS Guidelines, and DACS.
- Knowledge of emerging trends and practices with linked data, semantic web applications, ontologies, and authority/identifier initiatives related to metadata
- Experience with principles of authority control, including selecting and applying controlled vocabularies.
- Experience with Oxygen or similar XML editor, macros, and/or tools for transforming metadata.
- Experience with social media, the creation of dynamic web content, and user testing.
- Familiarity with an integrated library system, discovery layers, and link resolvers.
- Strong user-centered approach and knowledge of assessment tools in decision-making.
- Excellent organizational, analytical, and problem-solving skills with proven success in independently prioritizing work and managing competing deadlines.
- Excellent oral and written communication skills; ability to advocate for the Library to a variety of constituents; positive customer service orientation.
- Commitment to work closely with colleagues, undergraduates, faculty, staff, and college administrators.
- Willingness to tackle challenges in an academic library with energy and enthusiasm, showing patience, tact, and good humor.
- Competence and sensitivity in working at a college in which students are broadly diverse with regard to gender, ethnicity, nationality, sexual orientation, and religion.