Cataloging & Metadata Librarian (Rare Book Specialist)

The University of Miami Libraries seeks nominations and applications for an experienced Cataloging & Metadata Librarian (Rare Book Specialist). Under the direction of the Head of Metadata & Discovery Services, the incumbent will be responsible for providing original and complex copy cataloging, retrospective conversion, and authority work for materials in the Library’s Special Collections Department and University Archives. This position will supervise at least one staff member, plan and manage projects, and coordinate all Special Collections and University Archives cataloging activities following prescribed national and local standards, and in accordance with the Library’s priorities. In particular, Cataloging & Metadata Librarian (Rare Book Specialist) will be the lead cataloger for the Jay I. Kislak Collection of the Early Americas, Exploration and Navigation.

ESSENTIAL DUTIES & RESPONSIBILITIES include the following:

Performance:

- Creates, reviews, and edits metadata for the Library’s unique materials, including rare books, artists’ books, serials, maps, graphics, realia, publications by the university and its faculty, and web-based materials in multiple languages, formats, and time periods, according to national and local standards for rare materials description
- Participates in cooperative cataloging endeavors such as the Name Authority Cooperative Program (NACO)
- Provides documentation, training, and guidance to cataloging staff performing special collections cataloging and retrospective conversion
- Supervise special collections cataloging staff and project teams
- Attends and/or aids with selected Special Collections and University Archives class presentations
- Works in close collaboration with other stakeholders to establish cataloging priorities for special collections materials, and to set priorities for processing collections in the backlog, including determining appropriate levels of treatment for groups of materials
- Is instrumental in consulting with descriptive metadata issues of the Library’s digital collections with the Digital Initiatives Metadata Librarian in charge of digital library metadata projects
- Actively participates in the development, evaluation, and implementation of cataloging and metadata policies, standards, goals, procedures, and workflows in the Libraries

Service

- Participates in Libraries and University organizations, committees, and teams as appropriate
- Networks, collaborates and actively participates in local, regional, national, or international organizations regarding issues in special collections resource description issues
- Represents and promotes the University of Miami Libraries in local, state-wide, regional, national, or international organizations as appropriate
MINIMUM QUALIFICATIONS:
• Master’s degree in library or information science from an ALA accredited institution
• Three or more years of professional cataloging experience describing special collections materials in a variety of formats and languages
• Demonstrated knowledge of library and archival vocabularies, standards, and schemas such as AACR2, RDA, DACS, DCRM(B), AAT, RBMS vocabularies, LCSH, EAD, MARC
• Experience working with integrated library systems and bibliographic utilities
• Working knowledge of at least one Western European language
• Evidence of ability to communicate both orally and in writing with faculty, students, and staff
• Ability to work harmoniously and maintain effective working relationships with colleagues, faculty, and staff in a complex and rapidly changing environment
• Evidence of continued professional development, involvement, and contribution

PREFERRED:
• Prior supervisory and project management experience.
• NACO training and experience in creating authority records

SALARY AND BENEFITS:
Compensation will be competitive and commensurate with experience and qualifications. This is a non-tenure track faculty appointment at the Librarian Associate Professor rank. The position will have additional professional development funding to further their skills in rare book cataloging. The position offers a comprehensive benefits package including: TIAA-CREF; medical and dental insurance; life, disability, and long-term care insurance available; tuition remission; 13 paid holidays; and 22 days annual vacation. Additional employment benefits available include credit union; Employee Assistance Program; bookstore, and sporting event discounts; optional fee-based membership in a state-of-the-art wellness center, and no state or local income taxes. More information on benefits can be found at: http://www.hr.miami.edu/benefits-and-wellness/index.html

APPLICATIONS AND NOMINATIONS:
Review of applications will begin immediately and continue until the position is filled. Applications and nominations will be accepted until a suitable candidate is selected. Applications should be submitted via the University’s Human Resources career site and must include a letter of interest, curriculum vitae and the names of three references. The references will not be contacted before the appropriate time.

The University of Miami is an Equal Opportunity Affirmative Action Employer.
The University has a strong commitment to diversity and encourages applications from candidates of diverse cultural backgrounds.

CONTEXT
UNIVERSITY: The University of Miami (www.miami.edu) is one of the nation’s leading research universities in a community of extraordinary diversity and international vitality. The University is a privately supported, non-sectarian institution located in Coral Gables, Florida, on a 260-acre subtropical campus with operations at three additional locations throughout the greater Miami region. The University comprises eleven degree granting schooling and colleges, including Architecture, Arts and Sciences, Business Administration, Communication, Education, Engineering, Law, Medicine, Music, Nursing, and Marine and Atmospheric Science. Over 13,000 full and part-time faculty and staff provide a comprehensive and robust educational experience to over 16,000 undergraduate and graduate students from around the world through the University. Over the past 15 years, the University of Miami has climbed in the U.S. News & World Report’s best university rankings to a current ranking of the #46 in the
nation. U.S. News also cited several of its programs in “America’s Best Graduate School”. The University operates with an annual budget of approximately $2.7 billion and reports approximately $360 million annually in external research funding.

THE LIBRARY: The University of Miami Libraries (UML) rank among the top 50 research libraries in North America with a collection of over 3.75 million volumes (including more than 1 million e-books) and 114,801 current serials subscriptions (including 113,585 electronic journals). UML comprises six libraries across the University’s three campuses. UML locations on the Coral Gables campus include: the Otto G. Richter Library (interdisciplinary library); the Paul Buisson Architecture Library; the Judi Prokop Newman Business Information Resource Center; and the Marta and Austin Weeks Music Library. The downtown Miami campus hosts the Louis Calder Memorial Library (medical library). The Virginia Key campus hosts the Rosenstiel Marine and Atmospheric Science Library. Libraries at the School of Law and the Department of Ophthalmology in the Medical School are administered independently. The University of Miami Libraries provide support and services for 10,849 undergraduates, 5,952 graduate students, and 15,091 full and part time faculty and staff. UML employs 79 professionals (including 51 librarian faculty), 83 support staff and 42 FTE student employees. UML is a member of and contributor to the Association of Research Libraries, Association of Southeast Research Libraries, Association of Academic Health Science Libraries, Council on Library and Information Resources, OCLC Research Library Partners, International Federation of Library Associations, Center for Research Libraries, International Association of University Libraries, Library Publishing Coalition, Digital Library Federation, Hathi Trust, Academic Preservation Trust, Consortium of Southern Biomedical Libraries, Florida Collaboration of Academic Libraries of Medicine and Southeast Florida Library and Information Network. UML licenses electronic resources through the Northeast Research Libraries and Lyrasis consortia. UML is a member of the Rosemont Shared Print Alliance, Scholars Trust and Florida Academic Repository (FLARE).

METADATA & DISCOVERY SERVICES: The UM Libraries Metadata & Discovery Services department comprises of 5 faculty and 10 staff members responsible for creating, maintaining, and enriching resource description and metadata for physical, electronic, and digital library collections in all formats and languages. The department personnel work closely with distinctive collection curators and digital collections staff to ensure intellectual access and discoverability across multiple discovery platforms and library systems, such as CONTENTdm, Alma, and Primo.

SPECIAL COLLECTIONS: The Special Collections department is growing in visibility and is experiencing a dramatic increase in the variety and depth of its holdings. In addition to working with the University community, the Department fosters important collaborations with scholars, artists, scientists, and researchers. Over the years, Special Collections has grown into one of Florida’s largest repositories for archival and rare book collections, with a particular focus on documenting the cultural and political history of south Florida. The Special Collections department will be relocating to the lower floors of Richter Library in 2018 to take advantage of their new curatorial office suite adjacent to the new Kislak Center grand reading room and Kislak Gallery of Exploration and Discovery, which showcases items from the Special Collections and University Archives vaults.

UNIVERSITY ARCHIVES: University Archives holds organizational records, photographs, clippings, scrapbooks, and other materials of the academic and administrative units. These include the University of Miami Historical Photographic Collection, official records from the Office of the President, administrative offices, other schools and departments, and audio and video materials on historical events affecting the University. During the past three years, the University Archives has aggressively digitized over 450,000 photographs and Presidential records to promote preservation and access. Other recent activities include the digitization of the University’s historical architectural plans and UM student newspaper, the Hurricane.