
METADATA AND RESOURCES LIBRARIAN



School/Department:	Library, Information & Digital Services
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Grade:	7
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Reports to:	Head of Library & Discovery Services
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Responsible for:	n/a
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Job Summary and Purpose:

The University offers access to a specialist arts collection consisting of over 220,000 books, 500 metres of archives, 16,000 DVDs, 16,000 journals, 45 databases; and offers a range of information services to promote academic success - digitisation, document supply, alternative formats, information literacy skills, referencing, learning technologies, and learning, teaching and research repositories.

Working within the Collections & Discovery Team, and with direction from the Head of Library & Discover Services, you will be responsible for the provision of high-quality catalogue and metadata records to ensure resources are easily and effectively discoverable, thereby facilitating access to high quality resources and maximising the value of those resources. You will also support other library resource management workflows, including reading list checking and subscriptions and licensing management.

The University actively encourages staff development and training. The post holder is expected to participate in training and development activities as necessary to meet job, institutional and personal development.

Training and development is primarily focused as developing you in your present role. However, some part of the long-term training strategy of the University includes identifying personal development needs that will improve your performance and skills as an employee of the University.

01 MAIN DUTIES

This professional role will encompass all of the following, but the balance of duties and responsibilities will be determined in agreement with your line manager and the principles of the stated job purpose.

1.1 General Duties

- 1.1.1. To lead on metadata creation activities including policy formation, documenting and maintaining appropriate procedures and processes, retrospective cataloguing and reclassification across the sites, setting and maintaining quality standards.
- 1.1.2. To be responsible for the creation, importing maintenance and quality of bibliographic metadata within library systems, ensuring that records conform to appropriate standards and facilitate resource discovery and to resolve supplier issues when required.
- 1.1.3. To be responsible for assigning subject headings and classification, and monitoring authority control to ensure consistency of application for new and existing records, to ensure the integrity of the catalogue, and to enable effective discovery and retrieval of resources.
- 1.1.4. To provide expert information, advice and guidance to colleagues on issues related to classification and metadata; train and support colleagues in metadata related procedures and provide expertise in the use of the library management system cataloguing module.
- 1.1.5. To contribute to the library reading list-checking process using the Reading List System, including checking/updating bookmark metadata and links to library resources.
- 1.1.6. To maintain a proactive awareness of current bibliographic standards and practice and its ethical implications, and their potential application to the creative arts.
- 1.1.7. To take proactive lead in developing, monitoring and evaluating processes, procedures and services to ensure they are effective and provide excellent value for money.
- 1.1.8. To liaise with stakeholders and colleagues to review catalogue and metadata services to ensure they facilitate discoverability considering the changing needs of learning, teaching and research and to ensure that resources are understood, valued and exploited.
- 1.1.9. To report regularly to the Head of Library & Discovery Services on the service operations and issues including risks, budgets, timelines and resourcing, and make appropriate plans and recommendations to address any variances.
- 1.1.10. To participate in professional networks; maintain professional currency and awareness of developments in librarianship, information management, education and relevant areas of expertise.
- 1.1.11. To manage the creation, editing and maintenance of high-quality metadata across all research outputs in UCARO, ensuring accuracy, consistency and compliance with open access and funder requirements.
- 1.1.12. To support UCARO development and interoperability with external platforms, resolve metadata related issues, contribute to documentation and policy improvements, and drive

continuous improvement by monitoring developments in metadata standards. Open research practices and UCARO analytics.

- 1.1.13. To provide training and guidance to staff and researchers and to respond to metadata queries..

02 DUTIES OF ALL STAFF

- 2.1 To undertake such other duties as are within the scope and spirit of the job purpose, the job title, and the grade.
- 2.2 Maintain and promote health, safety & wellbeing awareness and commitment within the framework of the University's Health, Safety & Wellbeing policy.
- 2.3 Take responsibility for health and safety of yourself and others in carrying out the duties of the role.
- 2.4 To promote equality, diversity and inclusion in your performance of your duties.
- 2.5 Undertake any other work and hours of work as required to commensurate with the level and responsibility of the post.
- 2.6 To actively participate in learning and development to meet the requirements of your role and the University.

03 SELECTION MATRIX

	Essential	Desirable	Used to shortlist
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Qualifications

1	Professional qualification in Librarianship or Information Science Degree.	x	x
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Knowledge & Experience

3	Previous professional experience, preferably within the higher education sector.	x	x
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4	Knowledge and experience of cataloguing according to AACR2 and RDA in MARC21 format.	x	
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5	Knowledge and experience of classifying using the Dewey Decimal Classification scheme.	x	
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6	Knowledge and experience of authority control systems, especially Library of Congress Subject Headings (LCSH).	x	
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7	Experience of automated library management systems, preferably SirsiDynix Symphony, plus related technologies such as link resolvers and reading list systems.	x	x
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8	Experience of working within an art and design or similar environment (desirable only)	x	
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9	Experience of dealing with specialist material, for example artists books and other visual resources.	x	
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Personal Attributes and Behaviours

10	Ability to establish and sustain effective relationships with a wide range of stakeholders.	x	x
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11	Supervisory skills and the ability to develop and train others in new procedures.	x	x
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12	Excellent organisational skills and attention to detail.	x	x
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13		x	x
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Does the role require a DBS? ~~Yes~~/ NO