

Memorial University of Newfoundland invites applications for a 1 year contract position in Memorial University Libraries.

Cataloguing and Metadata Librarian  
Cataloguing & Metadata Division  
Queen Elizabeth II Library

**The person we want to hire:**

Memorial University is seeking a dedicated and collegial librarian with a broad knowledge base, experience with current academic cataloguing and metadata standards and practice, and enthusiasm for exploring alternative and complementary modes of effective resource description.

The successful candidate will have a degree from an ALA accredited graduate program. He/she will have excellent interpersonal abilities, strong analytical, problem-solving and writing skills, aptitude for detailed work, and be capable of using technology to find innovative solutions.

The person will learn quickly both independently and collaboratively. A minimum of three years' cataloguing experience in an academic or research library environment is required. Experience with authority records and working in an online authority system is highly desirable. Knowledge of a second language is beneficial. Experience in metadata creation for digital objects and familiarity with a variety of metadata standards is advantageous.

**What your responsibilities will be:**

As part of a collegial group of librarians in the Cataloguing & Metadata Division, the successful candidate will catalogue resources in a variety of formats and subject areas in a MARC21 environment using RDA, AACR2, LCC, LCSH, NLM, and MeSH.

Library materials to be catalogued could include electronic resources, sound recordings and musical scores, maps, rare books, academic theses, and other published and unpublished resources. Works catalogued may be for specialized collections such as marine studies, medicine and health, music, or education. The candidate may also be expected to describe unique titles for a comprehensive collection relating to Newfoundland and Labrador.

The appointee may be expected to create metadata for the library's locally digitized resources using Dublin Core and a wide variety of other metadata standards.

The successful candidate may carry out focused responsibilities for aspects of the Division's workflow, for specific projects, and/or for liaison with other library units or branches.

**Who we are:**

The Cataloguing & Metadata division carries out cataloguing for all libraries and divisions within the library system. It also creates, and helps others to create, metadata for their digital resources and collections. The division provides cataloguing and metadata services within the following library systems: SirsiDynix Symphony, Summon discovery layer, CONTENTdm, Eprints, Ex Libris Alma, Rosetta, and Primo.

For more details about us see <http://www.library.mun.ca/aboutus/>

As Newfoundland and Labrador's only university, Memorial plays an integral role in the educational and cultural life of the province. Offering diverse undergraduate and graduate programs to about 18,000 students, Memorial provides a distinctive and stimulating environment for learning. St. John's is a very safe, friendly city with great historic charm, a vibrant cultural life, and easy access to a wide range of outdoor activities.

**Benefits :**

This is a 1 year limited term appointment. An appointment at the rank of Librarian I or II is anticipated. Salary ranges as of September 2014 are \$56,358-\$70,631 and \$64,514-\$84,904 for Librarian I and II respectively. Actual salary will recognize experience and qualifications. Depending upon the successful candidate and the requirements of the division, a work-from-home arrangement may be possible. This position is part of the bargaining unit. For more details see <http://www.mun.ca/munfa/collagree.htm>.

**How you apply:**

Interested qualified individuals should send a résumé and contact information for three references to:

Lorraine Busby	Tel: (709) 864-3862
University Librarian	Fax: (709) 864-2153
Memorial University of Newfoundland	Email: <a href="mailto:univlib@mun.ca">univlib@mun.ca</a>
St. John's, NL Canada A1B 3Y1	

The deadline for applications is **February 9, 2015**. Please cite competition number **VPA-QEII-2015-003**.

Memorial University of Newfoundland is committed to employment equity and encourages applications from qualified women and men, visible minorities, aboriginal people and persons with disabilities.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.