The MIT Libraries is seeking a production- and service-oriented individual to contribute to the creation of metadata to enhance discovery of MIT’s rich collections. This position provides the opportunity to participate as part of a high-functioning team committed to providing the MIT community with new and traditional forms of scholarship that support its teaching and research needs.

RESPONSIBILITIES: The Associate is responsible for individual metadata production as well as management of the flow and distribution of incoming tangible materials dependent on OCLC metadata availability. S/he creates, enhances, and provides quality assurance for metadata, ensuring effective and timely access to materials collected or produced by the Libraries; resolves complex problems in a responsive manner; produces work that is grounded in applicable standards and accepted best practices; responds creatively to user feedback and input; and participates in formulating and refining workflows and procedures. Specific duties include:

- Managing newly-arrived tangible materials
- Performing complex copy-based cataloging of monographic materials in various formats;
- Classifying material according to Library of Congress classification system and MIT classification practices;
- Creating and maintaining authority records according to RDA and NACO standards; and,
- Processing, packing, and managing shipments to offsite cataloging service providers.

The Metadata Associate is a member of the Tangible Formats Team and reports to the Cataloging Coordinator. S/he participates in the development and implementation of cataloging projects, such as retrospective conversion, and performs other duties as assigned. Position responsibilities will continue to evolve to meet current and future needs of the department.

QUALIFICATIONS: Required - Two years direct/related experience which provides understanding of metadata and cataloging; post high school education can count toward experience. Solid experience with automated library systems and standard computer software. Strong technical skills including ability to create/maintain macros and use database applications and wikis, as well as a demonstrated adeptness in learning and using new technology. Aptitude for accurate, detail oriented work and strong data entry skills. Excellent organizational skills and demonstrated ability to manage competing priorities and work with minimal supervision. Ability to identify problems and carry out solutions independently or in collaboration with others. Excellent interpersonal and communication skills, both oral and written, and ability to work as an integral part of a team. Demonstrated initiative and flexibility for successfully adapting and working creatively in a dynamic environment. Physical aspect of job requires ability to regularly lift and move boxes of materials weighing approximately 40 lbs and push book trucks. Preferred - Experience with cataloging records including OCLC searching; ALEPH; AACR2, RDA, and MARC21; and/or metadata standards. Reading familiarity with a foreign language. Interest in new developments in cataloging and metadata, including awareness of new standards (such as RDA) and future encoding formats (such as Bibframe). Experience in academic and/or research library.

HOURS: 35 hours per week, Mon-Fri, between 8 a.m. and 6 p.m. Some flexibility in scheduling is possible.


MIT offers excellent benefits including health and dental plans and tuition assistance. The MIT Libraries affords a flexible and collegial working environment and provides opportunities for training and skill development.

MIT is strongly and actively committed to diversity within its community and particularly encourages applications from qualified women and ethnic minority candidates.

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