



Electronic Resources Metadata Librarian (Mgmt 2, Library - Collections)

The Massachusetts Institute of Technology (MIT) Libraries seeks for its Electronic Resources Metadata Librarian a creative and collaborative librarian who will play a key role in making discoverable and accessible electronic resources in our collections.

Reporting to the Lead Metadata Strategist, the Electronic Resources Metadata Librarian will lead, manage, and participate in the metadata workflows for electronic resources in all formats. They will create and edit metadata for e-serials, e-books, databases, and datasets in MARC and non-MARC formats, including activating, cataloging, tracking, updating, and maintaining collections in our systems. They will embrace the values of [equity, diversity, inclusion, and social justice](#) in working with people, collections, and systems, applying these principles to our metadata and discovery environments. They will supervise two service staff and coordinate the work of others involved in metadata production and management for electronic resources, providing coaching, leadership, and development support. In collaboration with colleagues, they will manage the workflows for importing batch records from various sources. They will build working relationships with staff throughout the Libraries, fostering communication about electronic resources metadata.

Through metadata creation and management, the Electronic Resources Metadata Librarian supports work that advances the [Libraries' vision](#) of building platforms for the creation, discovery, use, dissemination, and preservation of knowledge that is fully open and equitably accessible. They will value innovation, exploring new and emerging technologies for metadata creation and management.

RESPONSIBILITIES

Metadata and Electronic Resources Creation and Management (45%)

- Lead, manage, and participate in the metadata workflows for electronic resources (e.g., e-serials and e-journals, e-books, databases, and datasets), including activating, cataloging, tracking, updating, and maintaining collections in Alma and local systems.
- Create original metadata records, and perform complex editing of metadata records, according to established national and international standards and best practices. Create, edit, and maintain authority records and provide authority control, in coordination with the Cataloging and Metadata Librarian.
- Apply values of equity, diversity, inclusion, and social justice to metadata and discovery through descriptive practices, remediation projects, and the ongoing evaluation of the discovery environment.

- Manage the workflows for importing batch records from various sources including outsourced cataloging vendors, OCLC Worldshare, and other vendors, in coordination with the Information Technology Services team.
- Coordinate workflows and communication between metadata, acquisitions, and collections staff.
- Create, review, communicate, and revise documentation for workflows and best practices; develop training materials.
- Keep current on trends, standards, and best practices in metadata creation and management for electronic resources across academic libraries, peer institutions, historical societies, and museums.

Staff Management, Development, and Support (35%)

- Hire, supervise, train, assess, and/or coordinate the work of staff.
- Provide coaching, leadership and development support for direct reports and other staff with interconnected and/or shared responsibilities.
- Plan and run regular meetings for functions-based working groups related to metadata and/or electronic resources to learn new skills, share current situations, and collaborate on solutions.
- Lead staff to collectively establish work goals, coordinate activities and projects, develop procedures, plan, and problem-solve.

Collaboration, Partnerships, & Outreach (20%)

- Develop and champion collaborative working relationships with staff throughout the Libraries, including those in Scholarly Communications and Collections Strategy, Information Technology Services, and others involved in collections activities.
- Serve as a member of the Technical Services Leadership Team, as well as other groups in which perspective and leadership in metadata and electronic resources management are needed.
- Advise and educate Collections leadership and Libraries' staff in policies, procedures, and tools involved in the production and management of metadata for electronic resources, and contribute expertise to system-wide initiatives, task groups, and committees.

REQUIREMENTS

- Master's degree in library/information science or relevant field.
- At least three years of relevant experience.
- Experience leading, managing, training, and inspiring staff.
- In-depth understanding of and experience with cataloging and authority standards, including the following: RDA, DCRM, LCSH, LC classification, relevant encoding formats including MARC and Dublin Core, and standard authorities procedures.
- Knowledge of current best practices for the cataloging and management of electronic resources.
- Positive service attitude, with demonstrated ability to interact effectively with a variety of people, collaboratively prioritize work, and productively handle relationships and conflicts, and to work well with diverse groups of people.
- Excellent written and oral communication skills, including the ability to explain complex concepts to staff with differing levels of expertise.
- Demonstrated ability to be flexible, embrace ambiguity, adapt to change, and successfully work independently and collaboratively in a fast-paced, dynamic environment.

- Ability to identify problems, think creatively, and carry out solutions independently or as part of a group or team, particularly when several priorities arise at the same time.
- Enthusiasm for embracing the empathy, courage, self-reflection, and respect essential in a multicultural, diverse and inclusive workplace, and ability to embrace the values of equity, diversity, inclusion, and social justice in working with people, collections, and systems.
- Ability to understand and evaluate new and emerging technologies, particularly those that could facilitate operational workflows.
- Dedication to the value of innovation and experimentation and a desire to advance these values through this position.
- Solid experience with library automation systems and tools, including OCLC, and the facility to learn and master new software, systems, and technology, and to generate reports and work with data.
- Demonstrated experience with project planning and management and evidence of being able to bring complex projects through to completion.
- Demonstrated awareness of professional trends and developments in metadata management.

We expect candidates to be stronger in some qualifications listed above than others; we are committed to helping our future colleague expand their skills, as well as learning from their areas of strength.

Preferred

- Experience using Ex Libris’ Alma library services platform.
- Basic understanding of acquisitions practices and how they relate to metadata and electronic resources management.
- Experience developing and managing relationships with vendors of library materials and services.
- Interest in scholarly communication and open scholarship.
- Experience with scripting, developing macros, or other technological means to automate routine processes.

HOURS AND LOCATION

This is a full time, exempt position. Exact schedule to be arranged with the manager. The position can be hybrid or fully remote for a qualified applicant based in the United States.

SALARY AND BENEFITS

This job is a pay grade 8 with the following range:

\$73,490	\$98,283	\$123,075
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Actual salary will depend on qualifications and experience. MIT offers excellent [benefits](#) including a choice of health and retirement plans, a dental plan, tuition assistance, and fully subsidized MBTA passes for local bus and subway service. Flexible work arrangements, including flex-time and telecommuting, are considered for positions that meet established criteria. The MIT Libraries is a collegial and supportive working environment and fosters professional growth of staff with management training and travel funding for professional meetings.

APPLICATION PROCESS

Apply online via <http://careers.mit.edu/> Applications must include a cover letter and resume. Priority will be given to applications received by **June 21, 2024**; position open until filled. MIT is strongly and

actively committed to diversity within its community and particularly encourages applications from qualified women and minority candidates. Professionals who enthusiastically embrace the empathy, courage, self-reflection, and respect of a multi-cultural, diverse and inclusive workplace, and who strive to incorporate those values in their work and interactions are encouraged to apply. Please reach out to lib-hr@mit.edu with any questions regarding this role.

ABOUT THE MIT LIBRARIES

The MIT Libraries support teaching, learning, and research across the Institute, with millions of resources, deep expertise, and five campus locations where our community consumes and creates knowledge. Our organization is on an exciting journey of transformation, pursuing a digital-first model for research libraries and prioritizing an open scholarship agenda. We aim to exercise bold leadership in defining a model for research libraries in the future, with innovative spaces like the newly renovated Hayden Library and a focus on supporting data-intensive and computational research and learning.

We strive to do great things, powering the MIT community to solve complex problems in the service of humankind, and each member of our 155-person staff has a role to play in pursuing that vision. We're constantly adapting to the rhythms of a changing world, and we welcome candidates who can help us do that in thoughtful and strategic ways that center our mission and values.

MIT Libraries is an environment that welcomes any body, any mind — including all genders — and particularly encourages applications from underrepresented minorities, women, disabled applicants, and veterans. Professionals who enthusiastically embrace the empathy, courage, self-reflection, and respect of a multicultural, diverse, and inclusive workplace and who strive to incorporate those values in their work and interactions are encouraged to apply.

BACKGROUND CHECKS

Employment is contingent upon the completion of a satisfactory background check.

VISA SPONSORSHIP

This position is not eligible for visa sponsorship. MIT sponsors visas only for certain academic and research positions. MIT does not sponsor the following individuals for employment-based visas or for exchange visitor visas: students; technical, administrative, library, or support staff members; individuals with inadequate funding, insurance, or credentials; or those whose particular visa history precludes sponsorship.