TEXAS STATE LIBRARY
AND
ARCHIVES COMMISSION

Job Vacancy Notice: December 2015

Division:	**Archives & Information Services**
Position Title:	**Cataloging and Metadata Librarian**
Salary Group:	B16/B18
Classification No.	7402/Librarian II / 7403 Librarian III

SUMMARY

Performs moderately to highly complex to (journey/senior-level) library service work. The Cataloging and Metadata Librarian performs both original and copy cataloging of Texas documents and other monographs and serials, including archival materials and electronic resources, using primarily the *Resource Description and Access* (RDA) and *Describing Archives (DACS)* content standards. Uses descriptive metadata element sets including, but not limited to, MARC 21, and EAD to create and contribute bibliographic records to the OCLC WorldCat database. Works under general supervision with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL TASKS

Perform original and copy cataloging of monographs and serials in print, non-print, and electronic formats
Corrects existing bibliographic records to maintain consistency and quality in the catalog
Maintain awareness of current developments in cataloging practice.

Completes statistical and other reports.
Performs other duties as assigned.
Attend work regularly and in accordance with agency leave and attendance policies.
Comply with all applicable agency policies and procedures, including safety and standards of conduct.

MINIMUM QUALIFICATIONS

Librarian II:

Master's degree from an ALA-accredited library program and one year professional work experience as a cataloger, including original cataloging of monographs and/or serials.
One year experience using an integrated library system
Experience using a personal computer and standard software.
Experience cataloging using the MARC 21 metadata schema, including assigning authorized headings for names and subject terms.
Ability to move in and around personal work space and to and from other areas of the library to attend meetings, deliver/retrieve materials or other activities outside of personal work space
Ability to perform highly technical procedures
Ability to perform visual activities requiring prolonged attention to detail.
Ability to record very limited information using handwritten means.

Librarian III:

Master's degree from an ALA-accredited library program and two years professional work experience as a cataloger, including original cataloging of monographs and/or serials.
Two years experience using an integrated library system
Experience using a personal computer and standard software.
Experience cataloging using the MARC 21 metadata schema, including assigning authorized headings for names and subject terms.
Ability to move in and around personal work space and to and from other areas of the library to attend meetings, deliver/retrieve materials or other activities outside of personal work space
Ability to perform highly technical procedures
Ability to perform visual activities requiring prolonged attention to detail.
Ability to record very limited information using handwritten means.

Substitution: Two years experience as a cataloging assistant, including copy and or original cataloging of monographs and or serials using RDA and OCLC Connexion can substitute for one year professional work experience.

PREFERRED QUALIFICATIONS

Experience using a MARC 21-based integrated library system
Experience using metadata schemas other than MARC 21.

Experience cataloging federal or state publications
Experience using OCLC
Experience cataloging using the RDA content standard
Experience with the SirsiDynix Symphony integrated library system.
Experience cataloging electronic documents
Experience cataloging archival materials
Experience using authority records
Knowledge of the history and structure of Texas state government

OTHER REQUIREMENTS

College transcripts (undergraduate and graduate) must be submitted at the time of application. Will be given an in basket exercise during the interview to assess cataloging knowledge

SUPERVISION

Has no supervisory responsibility. Reports to Head of Cataloging, Archives and Information Services Division.