

Stanford University



LIBRARIES & ACADEMIC INFORMATION RESOURCES

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Head, Cataloging and Metadata Services Department

The Head of the Cataloging and Metadata Services Department manages bibliographic access and control processes in support of the collection and service programs of the University Libraries. His/her professional perspective is key in coordinating the development of the SULAIR discovery and retrieval environment with other SULAIR departments, including the Digital Services Group. The SULAIR discovery and retrieval environment includes Socrates, the online catalog as well as federated search tools and the SULAIR web space.

The Catalog Department is responsible for original and complex cataloging workflows and for database management, including coordination of record loads, authority record processing, vendor services such as Marcadia, and local maintenance transactions. Non-MARC metadata production support may be placed within Catalog Department as well. Current major projects include bibliographic support for burgeoning electronic collections, including mass digitization projects, and provision for movement of materials to remote shelving library.

Responsibilities:

- Manage the work of the Catalog Department in support of the Libraries' short-and long-term requirements for cataloging and metadata; develop goals, policies, local cataloging practices, and priorities for the Department to address the needs.
- Manage and motivate staff of over 30 FTE (including 12 exempt librarians) in four supervised units to achieve department goals and to meet changing requirements for cataloging, database integration, and electronic resource support.
- Contribute leadership to the conceptual development of the SUL/AIR information space. Immediate concerns include: federated searching; improved access to serial content; relation of new data and content sources to the online catalog; linkages among disparate access systems on campus and beyond
- Build a processing model in support of digital initiatives such as creation of digital collections, creation of online finding aids, and preservation efforts that utilize digital technology. Review, analyze, and recommend for adoption appropriate discovery and retrieval tools for digital content..
- Coordinate and advocate strategic directions and all activities of the Department with the Libraries' Collections and Services Program and Digital Services Group;

participate actively in program planning within Technical Services and the Libraries as a whole.

- Maintain close and productive relationships with those groups both locally and nationally involved in information environment development and standards articulation; develop initiatives and partnerships with other research libraries and organizations to reach common objectives.
- Encourage and enable departmental participation in cooperative cataloging programs such as the Program for Cooperative Cataloging (PCC).

Qualifications:

- Requires interest and involvement in the emerging digital information environment. Experience with related standards development is highly desirable.
- Experience managing cataloging unit or metadata projects in a medium to large setting is required. Prefer an academic library background, though other complex information environment experience is acceptable.
- Requires the ability to manage time, budget, and staff and to meet deadlines in a complex, energetic environment. Experience with project management, i.e., developing scope, targets, deadlines, is desirable.
- Requires demonstrated capacity to work effectively and collegially with all levels of library staff and patrons, as well as external associates. Excellent communication skills in writing and in person are essential.
- Ability to adapt flexibly to a changing and sometimes ambiguous environment is required.
- Requires either masters in library/information science, Information Industry experience, or the equivalent in education and experience.

Background

The libraries of Stanford University consist of roughly eight million volumes and 500 staff; they include the University Libraries system (SULAIR) and five school or institution libraries. SULAIR includes the main research library (Green Library), eleven research branch libraries, and Academic Computing. The Technical Services Program (TS) has over 120 FTE staff under five departments: Acquisitions, Cataloging and Metadata Services, Preservation, and Access Services. Our integrated library system, Sirsi's Unicorn, holds nearly 5 million bibliographic records.

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