POSITION VACANCY ANNOUNCEMENT

POSITION: Collections Metadata Specialist – Library Associate 1

DEPARTMENT: Acquisitions and Collections Services

REPORTS TO: Collections Support Unit Manager

SALARY: Minimum annual salary at $36,168; annual salary; Actual rate will reflect experience and credentials

REQUISITION #: 512000

DEADLINE DATE: September 19, 2019 - applications will be reviewed as received

JOB SUMMARY
As a member of the Collections Support Unit in the Acquisitions & Collections Services Department of the George A. Smathers Libraries at the University of Florida, the Collections Metadata Specialist coordinates unit operations associated with metadata that enables discovery and access to library resources. This position uses technical expertise in the Integrated Library System (ILS) and other systems to add or update metadata in the discovery layers and to extract metadata to produce collections reports. The Specialist coordinates batch loading of catalog records, and serves as a liaison between the Collections Support Unit and the Libraries’ personnel, vendors, and consortial partners. The Specialist works independently and as part of an exceptional team, aiding in the development of workflows, implementing strategic projects, troubleshooting problems, and providing guidance and training to colleagues.

The library encourages staff participation in reaching management decisions and consequently the Collections Support Specialist will serve on various committees and teams. To support all students and faculty, and foster excellence in a diverse and collaborative society, the Libraries are actively seeking candidates who bring culturally-rich lived experiences to work with individuals of diverse backgrounds, experiences, races, ethnicities, genders, sexual orientation, and perspectives.

RESPONSIBILITIES
BATCH PROCESSES
- Prepares files of records for loading, identifying and resolving problems with metadata as related to shelf-ready specifications
- Coordinates and executes batch loading of catalog records received from OCLC and other vendors, resolving duplicate record and other load problems
- Makes global changes to catalog metadata using Aleph, MarcEdit, or other software
- Coordinates with Acquisitions & Collections Services staff and Florida Academic Library Services Cooperative (FALSC) to configure and maintain record loading profiles
BIBLIOGRAPHIC COLLECTIONS REPORTS
- Draws on technical proficiency and understanding of metadata scheme to develop and refine processes for metadata extraction and report creation
- Collaborates with Collections Metadata Specialist in Electronic Resources Unit and with library IT staff to develop criteria for extraction of metadata from ILS and other systems
- Manipulates metadata in order to create custom reports in support of collections assessment efforts and special projects
- Works with Collections Support Specialist to combine bibliographic metadata reports with acquisitions and circulation data

LIAISING
- Serves as a liaison between the Collections Support Unit and internal stakeholders including collection managers, UFDC, and Shared Collections, providing technical expertise, timely assistance, and professional guidance concerning metadata-related questions and requests
- Coordinates requests for batch record loads executed by FALSC for Smathers Libraries’ resources (e.g., PDA records, YBP print approval titles)
- Provides training to Acquisitions & Collections Services personnel on batch record-loading procedures

ACCESS & DISCOVERY TROUBLESHOOTING
- Supports staff in Acquisitions & Collections Services Department to identify and resolve metadata problems and access issues via ticketing system, shared email, and direct communication
- Coordinates with cataloging staff to investigate and resolve catalog-related issues across departments

Other Duties
- Provides service to the Library, University, State, and/or Profession, as appropriate or as assigned
- Pursues professional education and training opportunities, as appropriate or as assigned
- Performed other duties as assigned

QUALIFICATIONS
Required:
- Bachelor’s degree and two years of related library experience; or a Master’s degree and one year of related library experience; or any equivalent combination of experience, training and/or education.

Preferred:
- Knowledge of cataloging and metadata principles
- Experience with library systems, such as Integrated Library Systems (ILS)
- Experience with batch loading of MARC records
- Experience creating reports using software such as Microsoft Excel and/or Access
- Ability to work independently and in a team environment
- Demonstrated ability to communicate effectively in verbal and written formats
- Experience with project management
- Experience performing complex problem-solving related to work in academic libraries
- Commitment to contributing to a respectful and caring community for all, including individuals of diverse backgrounds, experiences, races, ethnicities, gender identities, sexual orientation, and perspectives

THE UNIVERSITY OF FLORIDA
The University of Florida (UF) is a major, public, comprehensive, land-grant, research university. The state's oldest and most comprehensive university, UF is among the nation's most academically diverse public universities and won the 2018 Senator Paul Simon Award for Comprehensive Internationalization.

The Foundation for The Gator Nation
An Equal Opportunity Institution
UF was ranked 9th among public universities in Forbes’ “America’s Best Employers 2015” and 8th among “Top Public Schools” in U.S. News and World in 2018. UF has a long history of established programs in international education, research and service. In 2013 the Florida Legislature designated UF as the state’s preeminent institution which grew into an opportunity to achieve national and international recognition for the University’s work in serving students and the world. It is one of only 17 public, land-grant universities that belong to the Association of American Universities. UF traces its beginnings to a small seminary in 1853 and is now one of the largest universities in the nation, with more than 50,000 students. For more information, please consult the UF homepage at [http://www.ufl.edu](http://www.ufl.edu).

**UNIVERSITY OF FLORIDA LIBRARIES**

The libraries at the University of Florida form the largest information resource system in the state of Florida with seven libraries and three off-campus facilities. The George A. Smathers Libraries are comprised of six of the campus libraries, and all of the off-site facilities. The only library outside of this system is Lawton Chiles Legal Information Center at the Levin College of Law. The libraries hold over 6 million print volumes, 8.1 microfilms, 1.5 million e-books, 145,000 full-text electronic journals, over 1000 electronic databases, 1.3 million documents and 1.4 million maps and images. The libraries maintain partnerships and engages in a variety of collaborative, international projects while engaging with the UF community.

The UF Libraries have built a number of nationally significant research collections, including the Latin American, Judaica, Florida History, Children’s Literature, and Maps and Imagery collections. We are a member of the Association of Research Libraries (ARL) and other regional library consortia. The library staff consists of more than 300 FTE librarians, technical/clerical staff and student assistants.

The George A. Smathers Libraries are strong advocates for inclusion and intellectual freedom. The Libraries’ commitment to both is articulated in the Inclusion Statement and Intellectual Freedom Statement, both of which are posted at [http://cms.uflib.ufl.edu/InclusionAndIntellectualFreedom](http://cms.uflib.ufl.edu/InclusionAndIntellectualFreedom).

**ACQUISITIONS AND COLLECTIONS SERVICES**

The primary mission of the Acquisitions and Collections Services Department is to efficiently acquire resources and materials in a wide range of formats to meet the Strategic Directions and mission of the Smathers Libraries in supporting the academic and professional programs of the University of Florida. The department is divided into three units (Collections Support; Accounting & Serials; and Electronic Resources) and one program (Gifts & Exchange). Each area of operation is expertly staffed and dedicated to a specific set of responsibilities. The units function as a team to perform workflow and implement a variety of initiatives. Most notable daily responsibilities of the Acquisitions and Collections Services Department include allocating, encumbering, and expending a twelve million dollar materials budget; implementing and tracking vendors, invoices, order records, and payments; managing license agreements for e-journals, databases, and a multitude of resources; ensuring all electronic resources are discoverable; project management including projects that traverse other departments; handling subscriptions for thousands of print/online serials and standing orders; overseeing several large approval/slip plans and firm ordering for print and e-books from booksellers and publishers across the world; and being the principal department for batch-loading thousands of vendor, publisher and OCLC bibliographic records into the library catalog.

**COMMUNITY**

Gainesville, Florida and the surrounding community are home to approximately 257,000 people and both the University of Florida and Santa Fe College. The city is surrounded by over 40 nature parks, including many spring-fed lakes and rivers, with many paved and unpaved trails for recreation and is situated just over an hour from the Gulf of Mexico and the Atlantic Ocean. Gainesville is known as an award-winning and innovative city friendly to both professionals and families. The Guide to Greater Gainesville combines award winning photography and compelling articles that capture all of the reasons for calling Gainesville your next home. The area has numerous cultural institutions and is a haven for sports fans. Jacksonville, Orlando, Tampa, Tallahassee, and St. Augustine are all within a two-hour drive. Gainesville is an affordable

*The Foundation for The Gator Nation*

An Equal Opportunity Institution
city and area to live in – using a cost of living calculator you can compare cities across the United States. See how affordable Gainesville really is!

**BENEFITS**
Vacation days, paid holidays, and sick leave days; retirement plan options; insurance benefits; tuition fee waiver program; no state or local income tax. Prospective employees should review the information about employment and benefits at UF available at [http://hr.ufl.edu/benefits/](http://hr.ufl.edu/benefits/). UF offers a comprehensive new online benefits tool called ALEX to help employees and prospective employees review benefit choices at UF.

**APPLICATION PROCESS**
To apply, submit
- a cover letter detailing your interest in and qualifications for this position
- your current resume or CV
- a list of three references including their contact information (telephone number and email address)

Apply by September 19, 2019 (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at [Requisition 512000](http://hr.ufl.edu/benefits/). Failure to submit the required documents may result in the application not being considered. If you have any questions or concerns about this process please contact Tina Marie Litchfield, George A. Smathers Libraries Human Resources Office, at tlitchfield@uflib.ufl.edu.

**AFFIRMATIVE ACTION/EEO**
The University of Florida is an Affirmative Action, Equal Opportunity Employer and encourages applications from women and minority group members. We are dedicated to the goal of building a culturally diverse and pluralistic environment; we strongly encourage applications from women, members of underrepresented groups, individuals with disabilities, and veterans. As part of the application process, applicants are invited to complete an on-line confidential and voluntary demographic self-disclosure form which can be found at: [http://hr.ufl.edu/data-card/](http://hr.ufl.edu/data-card/). This information is collected by the University of Florida's Office of Human Resources to track applicant trends and is in no way considered by the Smathers Libraries in the selection process.