California State University, Fresno

Library Services
Vacancy # 12520

http://www.fresnostate.edu/library/

Metadata and Cataloging Services Librarian
Sr. Assistant Librarian - 12 month

California State University, Fresno is an engaged University. We focus on broadening students' intellectual horizons, fostering lifelong learning skills, developing the leaders of tomorrow, promoting community involvement, and instilling an appreciation of world cultures. We nurture cultural competence by celebrating the rich diversity of the campus community and welcoming the participation of all. Members of the University community are expected to work effectively with faculty, staff and students from diverse ethnic, cultural and socioeconomic backgrounds. For information on the University's commitment and dedication to creating a university known for its integrity, civility, equity, respect and ethical behavior, please visit: http://www.fresnostate.edu/academics/diversity

- Fresno State has been recognized as a Hispanic-Serving Institution (HSI); an Asian American/Native American/Pacific Islander-Serving Institution (AANAPISI); and has been designated to the Community Engagement Classification by the Carnegie Foundation for the Advancement of Teaching.
- Faculty members gain a clear path to tenure through the University's Probationary Plan Process.
- Salary placement depends upon academic preparation and professional experience.

Position Summary: The Digital Services Division of the Henry Madden Library at California State University, Fresno seeks applicants for a full-time, tenure-track position for a Metadata and Cataloging Services Librarian to work in the Metadata and Resource Description Unit, overseeing the cataloging and metadata creation of all formats, including physical and digital resources. In addition, library faculty members are expected to engage in scholarship and service to the University and the profession. This position will provide an excellent opportunity to explore a variety of directions for professional growth and development.

Responsibilities include: Providing leadership and planning for the Metadata and Resource Description Unit. Cataloging includes original, contributed, and copy cataloging of all formats, including print and special formats, authority control, database maintenance, and special projects. Develop metadata creation and ingest procedures for the institutional repository (IR). Establish policies; develop procedures; set goals; design and monitor workflow; adopt and implement new technologies. Serve as a member of the Library Council; participate in faculty governance, administrative committees, and special library projects and campus committees. Serve as a liaison to one or more academic departments.

Overview: The Digital Services Division in the Henry Madden Library includes the Metadata and Resource Description, Electronic Resources, Digitization, and Information Technology units. The Library, staffed by over 72 professionals and paraprofessionals, contains over 1.4 million print volumes, has digitized over 80,000 items that are presented in its local CONTENTdm repository, subscribes to over 260 databases and electronic resource packages, and has established a nascent institutional repository to preserve the intellectual and cultural output of the University. The Library obtains, organizes, makes discoverable and available, and preserves materials of all types to serve the teaching, research, and public engagement missions of the University. The Library includes separate Music & Media, Teaching Curriculum, Map, Government Publications, and Children's Literature collections, all of which actively collect materials, as well as a Special Collections Research Center which also includes the University Archives.

Required Education: An MLS from an ALA accredited library school/institution (or equivalent) is required.

Required Experience: 1) Evidence of experience in cataloging and/or metadata creation using an integrated library system; 2) Evidence of experience with a bibliographic utility (such as OCLC); 3) Demonstrated knowledge of institutional repository mechanics, architecture, and metadata creation; 4) Demonstrated knowledge of current cataloguing standards; 5) Demonstrated awareness of emerging trends and technologies in resource description; 6) Ability to demonstrate a commitment to working effectively with faculty, staff and students from diverse ethnic, cultural, and socioeconomic backgrounds.
Preferred Qualifications: 1) Record of innovation in cataloging and/or metadata creation in academic libraries; 2) Evidence of experience in cataloging and/or metadata creation in an academic or research library; 3) Progressively responsible experience in cataloging and/or metadata creation; 4) Demonstrated experience in institutional repository architecture and metadata creation; 5) Evidence of experience as a liaison to faculty and students; 6) Demonstrated leadership, creativity, and initiative in analyzing and resolving problems and implementing change; 7) Demonstrated flexibility and ability to adapt to a changing environment; 8) Demonstrated ability to work independently and in collaboration with others.

Application Procedures: Review of applications will begin January 5, 2015, and will continue until the position is filled. To apply, complete an on-line application at http://jobs.fresnostate.edu and attach the following materials: 1) a cover letter specifically addressing required experience and preferred qualifications, 2) a curriculum vitae, and 3) a list of three professional references. Finalists will be required to submit 1) three current letters of recommendation and 2) official transcripts. For inquiries contact: David Drexler, Search Committee Chair; California State University, Fresno; Henry Madden Library; 5200 N. Barton Avenue, MS ML/34; Fresno, CA 93740; Phone 559.278.3144; E-mail: ddrexler@csufresno.edu.

Other Requirements: A link to the Annual Safety and Security/Fire Safety Report is provided in compliance with the 1998 Jeanne Clery Disclosure Act, and California Education Code section 67380. The report includes three calendar years of select campus crime statistics and it includes security policies and procedures for the campus. Applicants, students, and employees can obtain a copy of this report from the web site: http://www.fresnostate.edu/police/clery/index.shtml or by contacting the Campus Police Department. The person holding this position may be considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment. You can obtain a copy of this Executive order by accessing the following web site: http://www.calstate.edu/eo/EO-1083.html

Background Check: Necessary background investigations will be completed depending on the requirements of the position. Those could include, but are not limited to, processing of fingerprints through the Department of Justice and FBI, and degree and license verification. A conditional offer may be made based on the results of these verifications.

Equal Employment Opportunity: California State University, Fresno is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.

The Immigration Reform and Control Act of 1986 requires the University to inform you that we can employ only U.S. citizens and aliens lawfully authorized to work in the U.S. Each new employee is required to present documentation verifying his/her identity and authorization to accept employment.