



POSITION: **Head, Metadata Services (Librarian II or III)**

DEPARTMENT: **University of Toronto Libraries**

DATE REQUIRED: **As soon as possible**

Are you looking for challenging, meaningful work in a supportive and diverse environment? Are you looking for a career at one of Canada's top employers? Work where the world comes to think, discover and learn. Consider a career at the University of Toronto.

About the University of Toronto Libraries

The University of Toronto library system is the largest academic library in Canada and is ranked third among peer institutions in North America, behind just Harvard and Yale. The system consists of 44 libraries located on three university campuses: St. George, Mississauga, and Scarborough. This array of college libraries, special collections, and specialized libraries and information centres supports the teaching and research requirements of 215 graduate programs, over 60 professional programs, and more than 700 undergraduate degree programs. In addition to more than 12 million print volumes, the library system currently provides access to millions of electronic resources in various forms and over 29,554 linear metres of archival material. More than 150,000 new print volumes are acquired each year. The data centre houses more than 200 servers with a storage capacity of 1.5 petabytes.

The Opportunity

The University of Toronto Libraries seek an innovative and engaged information professional to manage a large unit central to library operations and help provide leadership and the strategic direction for the future of resource description for the library system. Reporting to the Associate Chief Librarian for Collections and Materials Management and working closely with unit heads across the library system the Head of Metadata Services will oversee the creation of metadata for materials acquired and created by the University of Toronto and provide vision for the delivery of new services within the area of resource description and discovery. The Head of Metadata Services will build the metadata capabilities in the unit by fostering an environment of collaboration, innovation, accountability, and ongoing learning by assessing the needs for and organizing staff training and development, promoting library-wide collaboration, and keeping abreast of the current and new practices within the rapidly evolving realm of information management and discovery. The Head will also serve as an authoritative resource person for metadata related questions, supervise and contribute to the creation of original and complex adaptive catalogue records using MARC 21, RDA, LCSH and LCC, as well as the creation of authority records to NACO standards. The Head is expected to be a key player in building effective relationships with colleagues both nationally and internationally as new metadata standards emerge, including representing the Library in the Canadian Linked Data Initiative.

Representative Projects:

- Working with the Head of Metadata Technologies and others to achieve the library's transition from the current ILS to a Library Service Platform, and to future cataloguing and metadata standards and models, such as those involving Linked Data.
- Managing the Library's anticipated participation in NACO and BIBCO funnel projects.
- Working with a team responsible for overseeing an OCLC reclamation project.
- Working with colleagues across three campuses and with vendors to develop new services required for the efficient, cost-effective operation of metadata creation operations in a large research library.
- In collaboration with peers, investigate, experiment, and develop cutting-edge, scalable metadata standards and service models.

Required qualifications

- ALA accredited Master of Library Science degree (or equivalent).
- Significant knowledge of and ability to apply the following cataloguing tools: Resource Description and Access (RDA), the Anglo-American Cataloguing Rules (AACR2r), Library of Congress Subject Headings (LCSH) and Library of Congress Classification (LCC), FAST headings, and MARC21 formats for bibliographic and authority data.
- Experience cataloguing materials through a cataloguing utility such as OCLC, in an integrated library system environment.
- Knowledge of and experience with non-MARC metadata schemes, including BIBFRAME, and those used for access to digital collections and institutional repositories.
- Knowledge of linked data and semantic web applications.
- Some knowledge of IT processes (e.g. scripting, FTP, etc.) used in Technical Services.
- Self-motivated and detail-oriented, with good team-building skills, a strong service orientation, and a demonstrated commitment to staff development and diversity in the workplace.
- Ability to train staff and prepare effective training materials and other documentation.
- Excellent analytical skills and oral and written communication skills; evidence of high productivity and problem solving skills when working independently and in groups.
- Ability to respond effectively to changing needs and priorities showing initiative and flexibility and an ability to thrive in an ambiguous environment.
- Working knowledge of one or more languages other than English.
- Excellent interpersonal, oral and written communication skills.

Preferred qualifications

- Minimum of five years of recent cataloguing and supervisory experience in an academic or research library.
- Experience with a national cooperative cataloguing program such as PCC (NACO, BIBCO, CONSER or SACO).
- Familiarity with ILS Order and Acquisitions functions.

Salary and Terms of Appointment

This is a permanent status appointment to be filled at the Librarian II or III rank, based on experience. Rank and salary will be commensurate with experience and academic/professional qualifications.

NOTE: Librarians at the University of Toronto are members of the University of Toronto Faculty Association.

Application Materials Required: A cover letter, curriculum vitae, and contact information for three references of which at least two have supervised your work. Please send a **single** electronic file (MS Word or pdf) with a file name convention of [Surname, FirstName.HeadMeta] to Library Human Resources at utlhr@utoronto.ca; or to Room 1140, 130 St. George Street, University of Toronto Libraries, Toronto, Ontario M5S 1A5; or by fax to (416) 946-5543 by **July 15, 2017**.

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

The University of Toronto Libraries thanks all applicants but will only contact applicants selected for an interview.

University of Toronto Library System: <http://onesearch.library.utoronto.ca/>

University of Toronto: <http://www.hrandequity.utoronto.ca/site3.aspx>

Policies for librarians: <http://www.hrandequity.utoronto.ca/faculty-librarians.htm>