

Department: Collection Access and Management Services – MetaData Librarian
Effective Date of Appointment: July 2018
(Subject to Budgetary Approval)
Faculty Hire Number: 18-52

Rank: Senior Assistant or Associate Librarian

Salary: Minimum salary of \$65,364 for Senior Assistant or \$74,988 for Associate Librarian, and an excellent benefits package. Salary and rank are dependent on qualifications and experience. This is a 12-month tenure-track position.

About the University:

One of the largest universities in the country, California State University, Northridge (CSUN) is an urban, comprehensive university that delivers award-winning undergraduate and graduate programs to nearly 40,000 students annually and counts more than 330,000 alumni who elevate Southern California and beyond. Since its founding in 1958, CSUN has made a significant and long-term economic impact on California, generating nearly \$1.9 billion in economic impact and more than 11,700 jobs each year. The LAEDC recognized CSUN as its 2015 Eddy Award winner for its positive economic impact. Serving more students on Pell Grants than any other institution in California, CSUN is also a social elevator and one of the most diverse universities in the country. CSUN ranks 13th in awarding bachelor's degrees to historically underrepresented students and enrolls the largest number of students who are Deaf and hard of hearing of any U.S. state university. The journal *Nature* recently named CSUN a Rising Star for scientific research, and the NSF ranks CSUN in the top five nationally among similar institutions for graduates who go on to earn doctorates in the sciences. CSUN is where individuals rise and through them, so does Greater Los Angeles and beyond.

About the College:

The California State University, Northridge, Oviatt Library provides educational, cultural and information services and resources to the students, faculty, and the community. Its primary mission is to support and supplement classroom and independent learning; facilitate student and faculty research; and provide students with lifelong skills in identifying, locating, evaluating and synchronizing information. The Oviatt Library has a collection containing 2.1 million volumes, of which over 1.5 million are books, and over 250,000 bound periodical volumes. The Library subscribes to more than 84,000 journals, over 200 online databases, and more than 589,000 e-books. The microform collection contains 3.17 million pieces. There are over 14,000 sound recordings; 37,000 film, video and DVD materials; and nearly 60,000 pictures and other graphic materials. The archives and manuscript collection exceeds 11,000 linear feet of materials, with nearly 45,000 items housed in Special Collections. The Library is heavily used, with 13 million uses of its web pages annually, a gate count of nearly 1.5 million annually, and over 25,000 reference questions answered per year by librarians.

About the Department:

The Collection Access and Management Services (CAMS) Department is responsible for selecting, acquiring, receiving, invoicing, cataloging, and processing all of the library materials contained in the Oviatt Library. CAMS provides access to Library resources through our discovery tool. Collection Development coordinates the work of academic department faculty (faculty liaisons) and librarians, who cooperatively select resources for the collection. CAMS also provides control for the Library archival, digital and electronic collections, including journals, newspapers, magazines, books in series and other publications issued in sequence, as well as government documents.

CSUN's Commitment to You:

CSUN is committed to achieving excellence through teaching, scholarship, learning and inclusion. Our values include a respect for all people, building partnerships with the community and the encouragement of innovation, experimentation and creativity. CSUN strives to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. CSUN is especially interested in candidates who make contributions to equity and inclusion in the pursuit of excellence for all members of the university community.

For more information about the University, visit: <http://www.csun.edu>

Required Qualifications:

Graduate degree in library/information science from an ALA-accredited Library/Information Science program or its equivalent degree if earned from outside the United States or Canada. Extensive professional experience with metadata and metadata projects. Experience with bibliographic tools and metadata practices and standards such as RDA, AACR2, MARC, Dublin Core, EAD/EAC and MODS; authority control; and subject headings. Familiarity with XML, RDF, and other machine actionable languages. Experience assessing and developing strategies for metadata transformation and normalization across systems. Experience with methods for streamlining or automating metadata creation and management, using tools for metadata manipulation and scripting. Experience with tools and scripting languages to transform and remediate metadata. Demonstrated skill in managing projects, working with teams, and providing training. Effective communication, interpersonal, organizational, analytical, and problem-solving skills. Demonstrated ability and commitment to working in a diverse campus community; capability and commitment to engage in research and continued professional development worthy of promotion and tenure as a faculty member in the California State University system.

Preferred Qualifications:

Two years of professional experience in an academic library. Knowledge of non-bibliographic metadata standards such as technical, preservation (PREMIS), structural and packaging (METS), and transfer metadata schemes. Experience performing original cataloging/metadata creation for digital collections and Special Collections and Archives. Familiarity with, or ability to learn, linked data principles and standards. Experience with providing reference service, library instruction, and training.

At time of appointment, the successful candidate, if not a U.S. citizen, must have authorization from the Bureau of Citizenship and Immigration Services to work in the United States.

Responsibilities:

The Oviatt Library is seeking an enthusiastic candidate for the Metadata Librarian position. In a team environment, the successful candidate will be responsible for providing leadership and guidance in the development and implementation of metadata strategies in support of discovery, access, management, and preservation of digital assets; assessing and developing strategies for metadata transformation and normalization across systems; identifying methods for streamlining or automating metadata creation and management; managing metadata projects, working with teams, and providing training; performing metadata analysis and remediation for digital projects and performing original cataloging/metadata creation for Special Collections and Archives. Work closely with Cataloging Coordinator and Digital Services Librarian to enact metadata policies and best practices. Liaison responsibilities include providing reference, instruction and outreach to students and faculty. Collection development responsibilities may be assigned, depending on staffing needs.

Application Deadline:

Screening of applications will begin **March 30, 2018**. Priority will be given to applicants who meet the screening deadline; however, the position will remain open until filled.

Applicants must submit a letter of application, curriculum vitae, and three current letters of recommendation to the address below. In later phases of the search process, applicants may be requested to provide verification of terminal degrees, licenses and certificates.

Inquiries and applications must be addressed to:

Luiz Mendes, Chair, Collection Access and Management Services
RE: Applications for Metadata Librarian Position
Oviatt Library
California State University, Northridge
18111 Nordhoff St.
Northridge CA 91330-8328
Email: luiz.mendes@csun.edu

General Information:

In compliance with the Annual Security Report & Fire Safety Report of Campus Security Policy and Campus Crime Statistics Act, California State University, Northridge has made crime-reporting statistics available on-line [here](#). Print copies are available by request from the Department of Police Services, the Office for Faculty Affairs, and the Office of Equity and Diversity.

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.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.
