



## POSITION ANNOUNCEMENT

### **Head, Metadata Services Purdue University Libraries**

Purdue University Libraries seeks a Head of Metadata Services to oversee, develop, and provide stewardship of the Metadata Services unit in its provision of metadata and cataloging services for libraries' resources. The Head will direct the goals and assignments of staff responsible for metadata creation and cataloging (MARC and non-MARC) in a variety of formats, including but not limited to print and electronic monographs and serials, maps, microform, audiovisual materials, and digital, special, and archival collections. The Head of Metadata Services will promote a collaborative work environment and lead staff in the use of current and innovative practices in resource description and discovery. This position also regularly assesses procedures and develops strategies to increase productivity and to streamline workflows. The Head of Metadata Services also fosters and facilitates collaboration with systems staff, other departments, and libraries' repositories to ensure that the most efficient and appropriate metadata standards and best practices are used to enhance discovery and access experiences for all libraries' resources. The Head, Metadata Services will report to the Assistant Dean for Collections and Access.

#### **Required Qualifications:**

- Master's degree of Library Science or Master's degree of Library Information Sciences from an ALA-accredited program or an equivalent graduate library science/information studies degree;
- At least 3 years of recent original cataloging experience in an academic/research library;
- Proficiency in current and emerging metadata standards, models, applications, and initiatives (such as RDA, MARC, Dublin Core, MODS, METS, EAD).
- Comprehensive knowledge of cataloging standards: MARC 21, RDA, AACR2; Library of Congress classification system and subject headings;
- Experience with bibliographic utilities and integrated library systems, vendor cataloging services, authority control services, and automated routines for bibliographic maintenance;
- Demonstrated leadership ability and experience;
- Excellent oral and written communication and interpersonal skills.

## Desired Qualifications:

- Experience working with digital libraries or institutional repositories;
- Experience working with the ExLibris Alma integrated library system;
- Experience with digital management software, such as CONTENTdm;
- Reading or bibliographic knowledge of one or more foreign languages;
- Experience with Linked Data and BIBFRAME initiatives;
- Project management experience.

Further information about Purdue University Libraries, the University and the community will be found at: [www.lib.purdue.edu/about/employment](http://www.lib.purdue.edu/about/employment).

**Environment:** Purdue University Libraries (PUL), recipient of the 2015 Award for Excellence in University Libraries from the Association of College and Research Libraries (ACRL), is at the forefront of academic librarianship and redefining the role of the academic, research library in learning, discovery, and engagement activities of the University. Libraries faculty and staff are deeply involved in information literacy instruction and instructional design, redefining of learning spaces, scholarly communication, data management, and global outreach. Purdue Libraries faculty have expanded their collaborative endeavors with disciplinary faculty in integrating information literacy into the core curriculum. PUL is home to the first endowed chair in information literacy in the United States, established in 2008.

Purdue University Libraries is committed to advancing diversity in all areas including scholarship, instruction, and engagement.

Opened in August 2017, the Thomas S. and Harvey D. Wilmeth Active Learning Center brings together six science and engineering libraries into a building that also houses 27 active learning classrooms that will seamlessly integrate learning and classroom spaces at the very heart of the campus. For a video introduction to the Wilmeth Active Learning Center, please see: <https://www.youtube.com/watch?v=D36R3t3Hc>

Purdue Libraries is a leader in the areas of data curation and library publishing services. Accomplishments in data curation include the development of the Data Curation Profiles Toolkit and the Purdue University Research Repository (PURR). PURR provides an online, collaborative working space and data-sharing platform to support the data management needs of Purdue researchers.

Purdue Libraries is an active member of state, regional, national, and international associations and consortia, including the Association of Research Libraries (ARL), the Center for Research Libraries (CRL), the Coalition for Networked Information (CNI), SPARC, the Council on Library and Information Resources (CLIR), the Digital Library Federation (DLF), the International Federation of Library Associations and Institutions (IFLA), and the Research Data Alliance (RDA).

Purdue Libraries is a founding member of both HathiTrust and DataCite. Purdue was one of four universities that collaborated with Ex Libris, Inc., on its Alma integrated library system, the next generation library management system. Collaboration and partnerships are hallmarks of Purdue Libraries both on and off campus, including partnership with ITaP (Information Technology at Purdue) and the Purdue Office of Research and Partnerships to provide assistance with funder data requirements.

Purdue University (<http://www.purdue.edu/>), located in West Lafayette, Indiana, in the historic Wabash River valley, is one hour from Indianapolis and two hours from Chicago. Renowned nationally and internationally for its programs in engineering, science, agriculture, and business, the University has over 40,450 students and 16,400 employees. Purdue is a member of the Association of American Universities (AAU), Association of Public and Land-grant Universities (APLU), and the Big Ten Academic Alliance (BTTA). Purdue has the fourth highest enrollment of international students among public U.S. universities, with 9,255 undergraduate, professional, and graduate students in 2016.

The greater Lafayette area (<http://www.homeofpurdue.com/>) provides diverse cultural, social, and recreational activities.

“Purdue University prohibits discrimination against any member of the University community on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran.” From *Nondiscrimination Policy Statement*, Purdue University [http://www.purdue.edu/purdue/ea\\_eou\\_statement.html](http://www.purdue.edu/purdue/ea_eou_statement.html).

### **Salary and benefits:**

Salary commensurate with experience in the context of Purdue University’s salary structure.

Purdue provides a generous fringe benefit package that includes retirement benefits as well as health, disability and life insurance, 22 annual vacation days, and tuition support for employee, children, and spouse/same sex domestic partner. Purdue University is responsive to the needs of dual career couples.

Relocation funding will be available and discussed on a case-by-case basis.

A background check will be required for employment in this position

### **Application process:**

A cover letter is required for consideration for this position. The cover letter must include your interest in and qualifications for the position, as well as your past experiences, current interests or activities, and/or future goals to promote a climate that values diversity and inclusion.

Purdue will not sponsor an employment related visa for this position.

For consideration submit resume and apply online for this staff position at:  
[www.purdue.edu/careers](http://www.purdue.edu/careers) and reference Job Number 1701902 (**optional more direct link:**  
<http://purdue.taleo.net/careersection/wl/jobdetail.ftl?lang=en&job=1701902> ).

***Purdue University is an EOE/AA employer. All individuals, including minorities, women, individuals with disabilities, and veterans are encouraged to apply.***

***This position announcement can also be found at: [www.lib.purdue.edu/about/employment](http://www.lib.purdue.edu/about/employment).***