Purdue University Libraries seeks a Head of Metadata Services to manage, develop, and motivate a streamlined and highly efficient unit to achieve departmental goals and meet the changing requirements for cataloging and metadata. The Head of Metadata Services will direct the goals and assignments of staff responsible for metadata creation and cataloging (MARC and non-MARC) at all levels, in all formats, and for all collections and promotes a collaborative and cohesive work environment. Additionally, this position also supervises the operations manager of the Digitization Services unit. The Head of Metadata Services has oversight of vendor cataloging services and provides strategic and innovative leadership by proposing, implementing, and monitoring contractual vendor services that expedite processing and offer rapid delivery of information resources. The department head will foster and facilitate collaboration within and external to the unit to ensure that the most efficient and appropriate metadata standards and best practices are used in making physical, electronic, and digital materials discoverable and accessible. This position regularly assesses procedures and develops strategies to increase productivity and to streamline workflows. 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;
- At least 3 years of recent original cataloging experience in an academic/research library;
- Advanced proficiency in current and emerging metadata standards, models, applications, and initiatives (such as RDA, MARC, Dublin Core, MODS, METS, EAD). Keen interest or involvement in Linked Data and BIBFRAME initiatives also required;
- Comprehensive knowledge of cataloging standards: MARC 21, RDA, AACR2, and the 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 supervisory experience;
- Demonstrated leadership ability;
- Excellent oral and written communication and interpersonal skills.
Desired Qualifications:

- Experience working with digital libraries or institutional repositories;
- Experience working with ExLibris products;
- Experience working with digital management software, such as CONTENTdm;
- Reading or bibliographic knowledge of one or more foreign languages;
- Experience with Linked Data and BIBFRAME initiatives;
- Experience in digital imaging and/or image processing;
- Project management experience.

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. PUL has embarked upon a comprehensive program to engage in campus learning initiatives, including the development of information literacy instruction, course-redesign initiatives advancing active learning on campus (IMPACT-Instruction Matters: Purdue Academic Course Transformation http://www.purdue.edu/impact/), and the design and implementation of dynamic new learning spaces. Purdue Libraries faculty have expanded their collaborative endeavors with disciplinary faculty in integrating information literacy into the curriculum, culminating in 2012 with a core campus curriculum that includes information literacy as a core requirement. PUL is also home to the first endowed chair in information literacy in the United States, established in 2008.

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

A reconceptualization of spaces is taking place throughout PUL. The recently renovated Roland G. Parrish Library of Management and Economics is a natural extension of the classroom, re-designed with input from students. The renovation of the Hicks Undergraduate Library completed in 2014 includes three active learning classrooms in support of Purdue’s campus wide, innovative course-redesign initiative. Construction is now underway on the Thomas S. and Harvey D. Wilmeth Active Learning Center, which will bring together six science and engineering libraries into a building that will seamlessly integrate learning and classroom spaces in a $79M facility 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 Libraries faculty and staff also collaborate with disciplinary faculty to develop new approaches for discovering, accessing, and sharing of research publications and data. Purdue Libraries are leaders in the areas of data curation and library publishing services. Accomplishments in data curation include the development of the Data Curation Profiles Toolkit, an instrument for assessing the data needs of faculty researchers. The Purdue University Research Repository (PURR), a Libraries initiative, provides an online, collaborative working space and data-sharing platform.
platform to support the data management needs of Purdue researchers and their collaborators. Since 2005, Purdue Libraries has collaborated in interdisciplinary sponsored research on campus with over 100 faculty, as well as partners at other libraries and institutions. The Purdue Libraries and University Press are a founding member of the Library Publishing Coalition (LPC), and are well-known for innovative approaches to partnering with faculty to better disseminate scholarly works created at Purdue and advance Open Access initiatives.

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), the International Association of Scientific and Technological University Libraries (IATUL), 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 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 39,400 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 Committee on Institutional Cooperation (CIC). Purdue has the second highest enrollment of international students among public U.S. universities, with 10,230 undergraduate, professional, and graduate students in 2014-2015.

“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.

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

**Salary and benefits:** 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.

A background check will be required for employment in this position.
Application process:

For consideration submit resume and apply online for this staff position at: www.purdue.edu/careers and reference Job Number 1700506.

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

The position announcement can also be found at: www.lib.purdue.edu/about/employment

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