

**Western University  
Metadata Management Librarian  
One-Year Term Appointment**

**Content Management, Discovery, and Access  
Western Libraries**

Western Libraries invites applications from candidates who are passionate about the opportunity to transform our existing metadata work into the next generation of academic library services. We are seeking a creative and forward-thinking candidate for a Full-Time one-year Term Metadata Management Librarian, to commence as soon as possible.

Reporting to the Head, Discovery, Description, and Metadata, the Metadata Management Librarian works as a member of the Content Management, Discovery, and Access (CMDA) Unit. CMDA comprises three teams: Collections and Content Strategies; Discovery, Description, and Metadata; and Acquisitions. Metadata Management Librarians work collaboratively with members of these teams to anticipate and ensure proactive provision of access to high quality content, regardless of format and in alignment with strategic priorities. These teams ensure that users experience seamless, convenient discovery of and access to collections through strategic user-informed selection, management, and provision of access to content that supports research, scholarship, and teaching at Western University.

The successful candidate will have knowledge of and skills in cataloguing and metadata, and may be called upon to:

- Lead metadata maintenance projects
- Serve as a resource expert for cataloguing staff and perform some original cataloguing
- Troubleshoot issues related to electronic collections, authority control, workflow, and cataloguing
- Support discovery of and access to a wide range of print and digital content that enables recognized research, educational excellence, and successful students
- Train and mentor colleagues on discovery, description, and metadata-related topics
- Contribute to workflow development, including the design and implementation of metadata standards, procedural documentation, and best practices
- Contribute to the development and application of metadata crosswalks and data conversion routines
- Maintain awareness of and engagement with national and international trends and developments in cataloguing and metadata standards, as well as bibliographic and authority control
- Work collaboratively on projects with colleagues across Western Libraries in providing metadata expertise.

## Required Qualifications and Experience

### Required:

- Master's degree from a program accredited by the American Library Association (ALA), or equivalent degree, or a PhD degree in library and information science, or equivalent degree
- Knowledge of AACR2, RDA, LCSH, MESH, NLM and LC classifications, MARC formats, metadata schema, and bibliographic and authority control
- Awareness of how some commonly used controlled vocabularies may negatively impact diversity, equity, and inclusion at the library
- Ability to work with faculty, staff, students, and community members independently and as a team member respecting diversity, equity, and inclusion
- Demonstrated ability to communicate effectively in multiple formats to diverse audiences
- Attention to detail and ability to apply critical thinking when planning, prioritizing, and organizing work activities
- Ability to exercise creativity, resourcefulness, and initiative in analyzing and resolving complex problems
- Flexibility working with multiple assignments and timelines
- Skill in planning, implementing, and assessing projects
- Aptitude for learning new technologies, software, and standards

### Preferred:

- Experience in editing and transforming metadata
- Experience in traditional cataloging
- Experience with physical and electronic information resources management tools and processes, and discovery tools (especially Ex Libris Alma and Primo VE)
- Working knowledge of languages and/or scripts other than English
- Familiarity with linked data principles and tools
- Familiarity with markup languages: XML; protocols, such as the OAI-PMH; and approaches to conceptual modeling, such as Resource Description Framework (i.e., linked data)
- Knowledge of programming languages and data manipulation tools, such as Ruby, Python, XSLT, and OpenRefine

## Environment

Western Libraries is committed to excellence: anticipating information and service needs related to the University's goals for research and scholarship, teaching and learning, and service to our university community and key partners. The University's strategic plan emphasizes greater impact, people, community and culture, and Western's place in the world as key priorities. [Western Libraries Strategic Plan 2022-2028: Forward Together](#) aligns with the University's plan and includes as key outcomes catalyzing research, scholarship, and creative activity, and fostering the development of library research skills, knowledge, and values.

Western Libraries has five core user functional teams: Archives and Special Collections, Content Management, Discovery, and Access (CMDA), Research and Scholarly Communication, Student Engagement and User Services, and Teaching and Learning. CMDA comprises three teams: Collections and Content Strategies (CCS); Discovery, Description, and Metadata (DDM); and Acquisitions.

Western Libraries, one of Canada's leading research libraries, is a member of the Ontario Council of University Libraries (OCUL), the Canadian Association of Research Libraries (CARL), the Association of Research Libraries (ARL), the Center for Research Libraries (CRL), and the Canadian Research Knowledge Network (CRKN). Western Libraries is also a proud partner in OCUL Collaborative Futures and participates in a collaborative approach to print and electronic/digital resource management. Recognized for the quality of its staff, the access and services provided, and its outstanding print and digital collections, Western Libraries supports the University's mission to create, disseminate, and apply knowledge for the benefit of society through excellence in teaching, research, and scholarship.

Librarians at Western are Members of the Librarians and Archivists Bargaining Unit represented by The University of Western Ontario Faculty Association. Terms and conditions of employment, including salary and benefits, are governed by the Librarians and Archivists Collective Agreement. Librarians and Archivists have academic status and responsibilities related to professional practice, academic activity, and service (all as defined in the Collective Agreement). Rank and salary will be commensurate with qualifications and experience. The 2024-25 annual salary minimum floor for each rank is as follows: General Librarian - \$65,405; Assistant Librarian - \$71,981; Associate Librarian - \$83,340; Senior Librarian - \$100,077. Western offers a comprehensive benefit package including but not limited to extended health, dental, vision, and pension.

Learn more about [Western University](#)

Learn more about [Western Libraries](#)

Learn more about the [Librarians and Archivists Collective Agreement](#)

Learn more about the [University of Western Ontario Faculty Association](#)

#### **Application Procedures:**

Applicants are required to submit a covering letter, a curriculum vitae, and the names and contact information for three professional references, by **September 5** to:

**Office of the Vice-Provost & Chief Librarian**

**Western University**

**Email: [libarc@uwo.ca](mailto:libarc@uwo.ca)**

**Only applications received by email will be considered.**

**Please submit your application package as a single electronic file (MS Word or pdf).**

**Please quote in the subject line reference #: TERM\_MetaDataManagementLibrarian2024**

**Please ensure that the form available at <http://www.uwo.ca/facultyrelations/pdf/full-time-application-lib-archs.pdf> is completed and included in your application submission.**

Business Address:

Western University, 1151 Richmond Street N., London, ON N6A 5B8

Positions are subject to budget approval. Applicants should have fluent written and oral communication skills in English. The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

In accordance with Canadian immigration requirements, priority will be given to Canadian citizens and permanent residents.

Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact [libarc@uwo.ca](mailto:libarc@uwo.ca).

*Posted on Faculty Relations website August 6, 2024.  
Posting number: LIBRARIES-2024-036*