

Senior Library Assistant Metadata Services Tufts University

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Posted Jan. 13, 2025, set to expire Dec. 31, 2025

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| Job Title | Senior Library Assistant Metadata Services |
| Department | Metadata Services Department |
| Institution | Tufts University Medford, Massachusetts |
| Date Posted | Jan. 13, 2025 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Professional Staff |
| Academic Field(s) | Library |
| Job Website | https://jobs.tufts.edu/jobs/21287?lang=en-us&iis=Job+Board&iisn=AcademicKeys |
| Apply By Email | |
| Job Description | |

Overview

The Metadata Services Department provides support for the creation, management and preservation of scholarship. The department cultivates teamwork and collaborative relationships within and outside Tisch Library to provide high-quality resources and services for our users.

What You'll Do

Reporting to the Head of Metadata Services, the Senior Library Assistant will be responsible for the creation and maintenance of metadata for physical and electronic resources in Tufts' library catalog, including original and complex copy cataloging of books, journals, audio, and video materials. The Library Assistant is part of a collaborative team that implements policies and procedures to provide metadata services at the University. This position will also work on special projects and ongoing

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initiatives to incorporate automation and AI tools into the department's workflows.

Essential functions:

- Original and complex copy cataloging of print and electronic resources acquired for the Tisch, Ginn, and SMFA libraries
- Create authority records as a member of the Name Authority Cooperative (NACO) Program
- Hire, train, and supervise student workers, including scheduling and payroll
- In cooperation with the Assistant Director of Research and Learning, manage the processing of large gifts of library materials
- Assist with catalog maintenance projects in areas such as reparative cataloging, database migration cleanup, and retrospective conversion
- Assist with projects in managing metadata as assigned
- Maintain knowledge of current metadata standards and best practices for impact on local practices
- Supervise two to three student workers, approximately ½ FTE

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by a Bachelor's degree
- At least 2 years experience working in a library, archives, museum, or cultural heritage organization setting
- Knowledge of basic cataloging rules and concepts with ability to apply them
- Familiarity with cataloging standards, OCLC input standards, Library of Congress Subject Headings (LCSH), Library of Congress call numbers and MARC encoding

Preferred Qualifications:

- Experience with Ex Libris Alma Integrated Library Management Systems (ILMS)
- Familiarity with rules for establishing authorized names and uniform titles
- Knowledge of a foreign language

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Special Work Schedule Requirements:

This is a hybrid role that is expected to be on campus at least 2-3 days each week.

Pay Range

Minimum \$24.30, Midpoint \$28.90, Maximum \$33.50

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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