

**Geoffrey R Weller Library**

**Metadata Librarian  
(Continuing, Full-time Position)**

The University of Northern British Columbia, in conjunction with the Geoffrey R Weller Library, invites application for a full-time continuing Librarian position.

Reporting to the University Librarian and working collaboratively with Technical Services and Archives, the Metadata Librarian joins a small team of dedicated librarians in enhancing research and learning at UNBC. This position will bring expertise in library classification and description and will take the lead in implementing recent advances in metadata and cataloguing such as RDA, FRBR-LRM, BIBFRAME and linked data. The Metadata Librarian provides expertise in the development, implementation and assessment of metadata policies and procedures while monitoring external developments and changing needs in these areas. This position will holistically consider metadata across UNBC's collections, including MARC and non-MARC metadata. All librarians provide reference and instruction and liaise with academic programs. Librarians at UNBC contribute to the body of research in their field and are encouraged to actively participate in appropriate associations, user groups and standard bodies.

Duties of this position include:

- Ensure UNBC collections are accessible and exposed through appropriate discovery layers, catalogues and search engines
- Manage and maintain accuracy of the bibliographic and holdings data in the ILS
- Manage and maintain accuracy of the Institutional Repository and work collaboratively to develop collections, set procedures and policies and ensure the sustainability of the repository
- Create and maintain local documentation on metadata standards and application guidelines
- Collaborate with UNBC faculty and staff to provide project-based metadata support
- Provide training regarding resource description, metadata remediation and management
- Catalogue materials in a range of formats adhering to international standards and local policy decisions
- Act as liaison, including instruction, to one or more subject/program areas,
- Provide reference services
- Keep current on metadata and cataloguing trends and best practices
- Other duties may be required or assigned as library priorities and initiatives change

The successful candidate will possess a graduate degree from an ALA-accredited program in librarian and information science, and have 2+ years related experience working in an academic library. The candidate must have demonstrated knowledge of MARC 21, Dublin Core, RDA and LCC/LCSH as well as experience using an ILS, OCLC and MarcEdit. A strong understanding of authority control, XML, FRBR-LRM and BIBFRAME is also required. Strong analytical and problem-solving skills, independent decision-making ability, accuracy, and attention to detail are essential. The successful candidate will have excellent oral and written communication skills and the interpersonal ability and enthusiasm to work collaboratively on initiatives to enhance the research and learning experience at UNBC.

Applicants should forward their cover letter, curriculum vitae and the names and addresses of three references (including telephone, fax, and email information) quoting competition **#FALI14-17** to: The Office of the Provost, University of Northern British Columbia, 3333 University Way, Prince George, B.C., V2N 4Z9. Fax: (250) 960-5791. Please direct inquiries to: Heather Empey, Geoffrey R Weller Library, at Telephone (250) 960-6468, Email [heather.empey@unbc.ca](mailto:heather.empey@unbc.ca). This position is being advertised subject to budgetary approval. Electronic submissions of CVs can be forwarded to: [FacultyRecruitment@unbc.ca](mailto:FacultyRecruitment@unbc.ca).

*All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. The University of Northern British Columbia is committed to employment equity and encourages applications from women, aboriginal peoples, persons with disabilities and members of visible minorities.*

***Applications will be accepted until the position is filled.***