USC Libraries

Lead Metadata Librarian (#355)
University of Southern California
Requisition ID: 20078223

POSITION SUMMARY

The University of Southern California (USC) Libraries seek an innovative, service-oriented Lead Metadata Librarian to join the Digital Library Team. Reporting to the director of the Digital Library, the Lead Metadata Librarian will supervise all grant-funded metadata librarians, providing leadership, support, and training in order to develop a community of practice. The Lead Metadata Librarian will coordinate projects that involve the digitization and description of collections belonging to USC, collaborating, and client institutions. The Lead Metadata Librarian will apply knowledge of metadata, digitization, and technical expertise to incorporate new content into USC's digital library management system. This involves the description of materials, the transformation of metadata into standard schemas, the training of metadata librarians, student assistants and contributors in best practices related to metadata creation, digitization, and digital library practice, and in reviewing the work of contributors to ensure that it adheres to relevant standards and best practices. The Lead Metadata Librarian will explore and implement alternative techniques for producing metadata which may include artificial intelligence and crowd-sourcing. As part of the Digital Library Team, the Lead Metadata Librarian will develop requirements for USC Digital Library services and continuously monitor the technology environment for changes and new software to improve the services we offer. In consultation with team, the Lead Metadata Librarian will develop innovative solutions to challenges faced by the Digital Library Team. Some reference, instruction and collection-related duties may also be required after consultation with the Dean.

We seek candidates motivated by a passion to develop transformative library services and invested in the future of librarianship. The successful candidate is expected to be creative in identifying and solving problems within a collegial and collaborative environment. The successful candidate must be knowledgeable of current relevant library and scholarly information trends and practices and be able to apply this understanding to make a significant, positive impact on the USC community. Duties include weekend and evening hours.

THE UNIVERSITY OF SOUTHERN CALIFORNIA

The University of Southern California is one of the world's leading private research universities. An anchor institution in Los Angeles, a global center for arts, technology, and international business, USC's diverse curricular offerings provide extensive opportunities for interdisciplinary study, and collaboration with leading researchers in highly advanced learning environments. With a strong tradition of integrating liberal and professional education, USC fosters a vibrant culture of public service and encourages students to cross academic as well as geographic boundaries in their pursuit of knowledge. For more information, visit www.usc.edu.

USC LIBRARIES

The USC Libraries support the discovery, creation, organization, dissemination, and preservation of knowledge. We develop and deliver collections, services, and programs that support and encourage the academic, research, clinical, and creative endeavors of our community; cultivate an inclusive community

of intellectually curious, critical thinkers; and help develop engaged, informed global citizens. Through these means, we participate in the continuing success of the University of Southern California as a private, global research institution committed to the greater, public good.

The USC Libraries, with an operating budget of approximately $42 million, comprise Doheny Memorial Library and many specialized libraries, including the Health Sciences Libraries. Among our libraries' collecting strengths are the areas of our Collections Convergence Initiative: the Holocaust and genocide and exile studies; the history of Los Angeles and Southern California; LGBTQ history and culture, particularly relating to West Coast activities and activism; East Asian languages and cultures and Asian American history in the United States; and cinema, music, and the production of popular cultures. Library faculty and staff throughout the organization—committed to core values of inquiry, ingenuity, integrity, and inclusiveness—work to advance consequential engagement with our academic and arts communities. For more information on how our libraries support critical, creative, and ethical habits of mind at USC, visit libraries.usc.edu.

USC DIGITAL LIBRARY

The USC Digital Library contains over 400,000 assets comprising 1.3 million files of primary resource materials from USC and collaborating institutions and USC's theses and dissertations. About half of the assets are historical photographs, maps, or other visual resources. Over 50,000 visitors per month access the USC Digital Library's site to access its unique materials. The USC Digital Library is Content Hub for the Digital Public Library of America and provides metadata to UMBRA African American History Search, University of Georgia Civil Rights Digital Library, Open-i from the National Library of Medicine and our materials are discoverable through Google.

RESPONSIBILITIES AND DUTIES

Reporting to Director, Digital Library, the Lead Metadata Librarian will:
- Collaborate with USC faculty and external contributors to develop services and collections in support of their research and teaching by identifying discovery and metadata requirements and by working with contributors to develop tools and processes to create metadata for their projects
- Manage projects and the collections that result from the digitization and description of USC Libraries' and other institutions' materials throughout their life cycle, coordinating digitization and description activities to ensure efficient use of library resources
- Develop effort estimates and budgets for metadata work associated with projects
- Develop metadata crosswalks from nonstandard approaches to standards such as Dublin Core and MARC
- Convert metadata to standard schema using scripting and/or coding and import metadata into digital library management systems and/or make metadata available for harvesting
- Manage any assigned budgets effectively and accurately
- Supervise contract librarians with responsibilities for metadata
- Provide training for USC Libraries personnel and contributors related to metadata and the use of digital asset management systems including CONTENTdm
- Review metadata created by contributors for completeness and accuracy, and troubleshoot metadata issues
- Describe objects in the Digital Library following best practices using library standards such as Dublin Core

- With technical staff, identify and/or develop services related to metadata transformation, ingest, and sharing which can be used by USC and contributing institutions
- Collaborate with USC faculty, including USC Libraries faculty, regarding the discovery and use of materials in the USC Digital Library and related collections
- As part of the Digital Library team, develop appropriate resources and services to further the academic and research endeavors of USC faculty, staff and students and disseminate information about the Digital Library through blogs, journal articles, guest lectures, conference presentations and proceedings, social media and other outreach activities
- Stay up-to-date on relevant library and scholarly information trends and practices and be able to apply this knowledge to have a significant, positive impact on the USC Digital Library, and the advancement of the strategic plans of USC Libraries and the university
- Participate in library and other committees as assigned
- Provide reference and instruction services as assigned after consultation with the Dean
- Provide evening and weekend service as assigned.

EXPERIENCE AND QUALIFICATIONS

Minimum qualifications: MLS from an ALA-accredited program or non-U.S. equivalent is typically required for a librarian appointment at USC. In addition, candidates must provide examples of:

- Two years' experience working in a digital library environment with cultural heritage materials
- Expertise in the implementation of metadata standards, especially Dublin Core and MARC, and in creating crosswalks and transforming nonstandard metadata to standard metadata
- Extensive experience working with digital library management systems or digital asset management systems, such as CONTENTdm
- A proven track record of successful project management in a library, academic, or information environment
- Experience creating crosswalks and transforming nonstandard metadata to standard metadata
- Knowledge of current professional trends, especially those relating to discovery, digital libraries, digital humanities, scholarly communication, digital curation, and digital preservation
- Experience engaging with end-users to develop project requirements
- Experience using a digital library management system in a hosted environment
- Experience with independently and collaboratively solving problems
- Proven track record of effective supervisory experience
- Experience effectively creating and accurately managing budgets including estimating effort for metadata projects
- Evidence of a strong customer-service orientation within an academic library setting or research environment
- Effective oral and written communication skills.

Desirable qualifications: In addition, the successful candidate will possess a mix from among the following:
- Experience teaching and developing teaching or training materials
- Experience digitizing materials in a library or other cultural heritage institution
- Understanding of copyright and related rights and how they are applied in a digital library setting
- Engagement in professional and/or subject discipline organizations, research, or publishing that will have a significant, positive impact on the provision of service to the USC Libraries.

FACULTY APPOINTMENT RANK/SALARY

Rank: Open Rank

Librarians at USC have faculty status. This is a full-time, continuing appointment track position. Appointment to the continuing appointment track requires the potential to meet the University's criteria for granting continuing appointment—excellence in librarianship—which librarians achieve by having a significant impact on the development and/or implementation of high-quality collections and/or services. Additionally, librarians must demonstrate the expectation of continued excellence and growth in profession expertise. Rank and salary commensurate with experience and qualifications.

For more on criteria and qualifications for the appointment, promotion and continuing appointment of librarians at USC, visit: https://libraries.usc.edu/sites/default/files/criteria_document07152008.pdf

BENEFITS

Benefits include a choice of retirement programs, 22 paid vacation days per year, university holidays, a choice of medical and dental plans, and tuition assistance (for employees and eligible dependents). For more information about benefits see: https://employees.usc.edu/benefits-perks/

APPLICATION PROCEDURE

Applications must be submitted via USC's online faculty application website: https://facultypositions.usc.edu/FAS/application/position?postingId=REQ20078223

As part of the application, candidates must upload the following documents (PDF format): 1) a cover letter, 2) a curriculum vitae (including telephone and e-mail address), 3) a list of at least three references that includes the name, address, telephone number, and e-mail address for each referee, and 4) a statement on fostering an environment of diversity and inclusion (no longer than one page in length).

Closing date for applications: Open until filled

For more information about this position, contact Deborah Holmes-Wong, chair of the search committee, dhwong@usc.edu.

USC is an equal-opportunity educator and employer, proudly pluralistic and firmly committed to providing equal opportunity for outstanding persons of every race, gender, creed and background. The university particularly encourages members of underrepresented groups, veterans and individuals with disabilities to apply. USC will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. Further information is available by contacting *uschr@usc.edu*.

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