

Librarians' Meeting September 23

Agenda:

- 1) General Education discussion
- 2) Metadata/ERM job posting description
- 3) TIP scavenger hunt in library
- 4) Periodicals shifting project (Legal Collection- Dave)

Present: Scott Garrison, Kristy Motz, Rick Bearden, Ann Breitenwischer, Stacy Anderson, Mari Kermit-Canfield, David Scott, Melinda Isler, Ali Konieczny, Gary Maixner, Leah Monger

Dean's Update - Scott: Open forums for organizational structures will be held next week. Potential accent paints for rooms where CRTs are being replaced will be placed in the 4th floor lounge for votes on color preferences. The 4th floor doors project will move forward as planned.

1) General Education discussion

Cliff Franklund: The Hallmarks of a Bulldog is still in flux; Cliff wants to speak to the Academic Senate to indicate that there are too many criteria, with the goal to reduce the number of outcomes to 9 – 10, and see if the Senate approves this recommendation. Ways to consolidate criteria is embedding ethics into more than one place and joining literacy and technology. To determine proficiency, a point system is being considered that would allow for stand-alone modules or collaboration into a class. Each criteria will have measurable outcomes, and if information literacy and technology get combined into 1 criteria, then the outcomes will reflect both and be aligned to various aspects, such as ethics, information literacy, technology literacy, others?

2) Metadata/ERM job posting description

Metadata/ERM Position: Melinda brought forward Fran's concern that this is a faculty position rather than a managerial position, and under **Preferred Qualifications**, criteria #5 is questionable that states that the individual will provide "functional supervision of clerical staff". It was determined that #2 under Duties & Responsibilities will be removed, as well as #5 under Preferred Qualifications. Rick raised concerns about the position summary, with the sentence that has databases needing a comma, and then concerns about the jargon "next-generation library management systems" and applicants being uncertain what exactly this means. Some discussion ensued about listings specific metadata skills, but this was not deemed necessary. Melinda requests that all wording changes be submitted by the end of the week so that we can move forward with getting this position posted.

3) TIP scavenger hunt in library

Kristy reported that there was a request to have the library as a stop for the TIP Scholars Program scavenger hunt and inquired if this would cause any difficulties if students came to the Oval Information Desk as part of the scavenger hunt. This request was approved, with more

information being sought regarding what task is to be performed by the individual at the OID when working with the scavenger hunt participants.

4) Periodicals shifting project (Legal Collection- Dave)

Dave: Select high-use legal collection items will be moved back to the first floor.

5) Roundtable:

Melinda: Graduate and professional council is excited about the citations module in PILOT (thanks, Stacy)!

Gary: LibGuides version 2 is now working so we can move in December for sure to updating to the newer version.

Stacy: Roberta Teahen sent out assessment data and Stacy will have info. soon regarding assessment

Ali: Inquired if August's Librarian's Meeting Minute notes were OK – no objections indicated.

Scott: MCLS Annual Meeting is in Battle Creek on Friday Oct. 3, and Scott encourages attendance

Meeting adjourned

- Submitted by Ali Konieczny

Appendix A: Draft Position Posting

Metadata and Electronic Resources Management Librarian

Summary of Position:

Responsible for coordinating both the management of bibliographic metadata and the management of electronic information resources. Works collaboratively with other librarians and staff to ensure consistent indexing, findability, and display of library holdings across multiple platforms including the library's local catalog database and discovery service. This position will provide leadership in implementing electronic resources management (ERM) functionality and in the transition from the MARC-based catalog to the era of linked data and multiple metadata schemes. The Metadata and Electronic Resources Management Librarian is a member of the Digital and Support Services Department. Reports to the Head of Digital and Support Services. **Exact duties and reporting line may vary pending a library-wide organizational structure review currently underway.**

Duties and Responsibilities:

1. Provides leadership in metadata and electronic resources management in a team-oriented work environment.
2. **Pending organizational structure review, may manage other positions.**
3. Recommends, documents, and leads implementation of processes, policies, and procedures related to metadata and electronic resources management in collaboration with other librarians and support staff.
4. Communicates with vendors, publishers, and others about electronic resources and how to optimize these resources for discoverability and accessibility.
5. Provides training and functional supervision of clerical staff involved in metadata and electronic resources management activities.
6. Participates in the library's collection management/liaison programs.
7. Participates in the library's assessment and improvement efforts.
8. Serves as a member of library and university-wide committees. Participates in library-wide projects and activities as needed or assigned.
9. Participates in library meetings and works collaboratively with colleagues to implement the agreements reached through collective decision-making.
10. May participate in research, consultation, and instruction activities in traditional and online environments.
11. Maintains membership and participates in the activities of position-relevant professional organizations.
12. Stays abreast of current trends and best practices in areas of responsibility and participates in continuing professional development activities including attendance at conferences and workshops.

Required qualifications:

1. ALA-accredited master's degree in library or information science.
2. Minimum of **one or more** years of **recent** professional or high-level paraprofessional/~~clerical~~ experience in library technical services involving one or more of the following functions: cataloging, metadata, serials control, electronic resources management.

3. Demonstrated knowledge and understanding of current and emerging trends in electronic resources management and metadata standards.
4. Demonstrated knowledge of how metadata records are structured, interrelated, indexed, and displayed to the public.
5. Demonstrated knowledge and understanding of methods of organizing and integrating access to information resources in all formats.
6. Evidence of effective communication, interpersonal, and organizational skills.
7. Demonstrated ability to work independently and as part of a team.

Preferred qualifications:

1. Cataloging experience with a bibliographic utility such as OCLC and/or experience in batch processing files of bibliographic records from vendors.
2. Experience working with electronic resources vendors and/or publishers.
3. Experience working with electronic resources management tools such as OpenURL resolvers, proxy systems, knowledgebases, or an electronic resources management (ERM) system.
4. Experience in developing, administering, or providing technical support for a library discovery system.
5. **Management and/or leadership experience, or demonstrated interest in growing into such a role.**
6. Information technology skills such as familiarity with the use of APIs, proficiency in HTML and web page design, ability to write scripts or other programming skills.
7. Work experience in an academic library.
8. Additional graduate degree.

Knowledge and skills:

1. Technical experience with staff functions of an integrated library system or library services platform.
2. Knowledge of trends in electronic publishing, open access, and scholarly communications.
3. Ability to adapt to new technologies quickly.
4. Excellent problem solving skills and sound judgment in dealing with work-related challenges and issues.
5. Ability to work independently as a self-starter and collaboratively with others in a team environment.
6. Ability to coordinate and manage projects.
7. Effective oral, written, and interpersonal communication skills.
8. Customer service orientation.
9. Ability to be innovative and flexible in an ever-changing environment.