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VERMONT HISTORICAL SOCIETY

Job Title: Cataloger & Metadata Librarian

Pay Grade (VT State equivalent): 20

FLSA Status: Exempt, Full-time

Reports to: Librarian

Last Revision Date: 7/18/22

General Description:

The Cataloger & Metadata Librarian supports enhanced discovery and access to the collections of the Leahy Library of Vermont Historical Society through original manuscript cataloging and digitization. The Cataloger & Metadata Librarian will be an integral member of the team currently planning and developing a state-wide digital collections platform. This librarian will also be responsible for cataloging single-folder manuscript collections in the MARC format, enhancing the library's legacy indexing systems. The Cataloger & Metadata Librarian will work closely with the Assistant Librarian to maintain consistency of description and access points with the Leahy Library's existing catalogs. This librarian will also contribute metadata and scans to the library's existing digital archives.

This is a full time (40 hours/week), one year position with the possibility of extension.

Responsibilities

- Performs original cataloging for single-folder manuscript collections, creating records using the following standards: MARC-21, RDA, AACR2R, and controlled vocabularies (LCSH, AAT)
- Uploads records to OCLC and the VHS OPAC
- Submits regular progress reports and processing statistics
- Works with the VHS's PR & Guest Services Manager to publicize newly cataloged or digitized material
- Performs collections care and preventative conservation activities including rehousing items when necessary and identifying conservation needs as they arise.
- Participates in the planning process for a new statewide digital collections platform. This may include contributing to processes such as evaluating collection management software, revising guidelines and policies, training participating institutions, and more.
- Provides reference assistance to researchers
- Other duties as assigned.

Relationships:

The Cataloger & Metadata Librarian reports to the Librarian and works closely with the Assistant Librarian, as well as the Director of Collections & Access, the Library Assistants, and the Scanning Technicians.

Environmental Factors:

- Duties are performed in a standard office setting, based in Barre, Vermont.
- This position may require occasional weekend and/or evening work.

Required Qualifications & Experience:

- Master's degree from an ALA-accredited program. A concentration in archives management, digital libraries, or special collections librarianship preferred.
- Demonstrated experience in MARC 21 cataloging, including experience with AACR2R and/or Dublin Core, RDA, and DACS
- Demonstrated experience with applying Library of Congress Subject Headings.
- Demonstrated experience creating metadata for digital databases.
- Experience working with OCLC Connexion and Omeka preferred
- Experience with digitization and digital preservation preferred
- Demonstrated interest in U.S. history
- Awareness of statewide digital collections platforms in other states
- Ability to meet a high standard of quality of work independently and expeditiously.

Pay and Benefits:

The position is classified PG-20 (starting pay \$21.10/hour) with an automatic wage increase after six months. It offers benefits including:

- Health, dental, and life insurance
- Defined benefit pension plan (required)
- Annual leave, sick leave, personal leave, and paid holidays in accordance with State of Vermont personnel policies.