JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Senior Information Assistant (Metadata and Discovery)</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Library Services</td>
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<tr>
<td>Job type</td>
<td>Professional Services</td>
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<tr>
<td>Grade:</td>
<td>Grade 5</td>
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<tr>
<td>Accountable to:</td>
<td>Metadata, Discovery and Analytics Coordinator</td>
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<tr>
<td>Accountable for:</td>
<td>N/A</td>
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Purpose of the Post

- To create metadata for a wide range of resources, including loading of external data and manual creation of bibliographic records.
- To carry out appropriate spot checking of metadata records for new acquisitions which are imported into Alma as part of the shelf-ready process.
- To carry out cataloguing of archival records, under the direction of the College Archivist.

Key Tasks

1. The creation of metadata for a wide range of resources including electronic and physical collections, including the loading of external data and manual creation of bibliographic records.

2. Carrying out original cataloguing of resources in the absence of any suitable external record, including monographs and serials as well as alternative formats such as DVDs, parent/child records and resources in foreign languages.

3. Take responsibility for quality control of the library catalogue including processing error reports and making corrections to the bibliographic data, and checking authority data and processes. Work with colleagues to identify needs for remedial improvement of existing data, and support the planning and delivery of data improvement projects.

4. Ensuring that records conform to recognised standards for descriptive metadata (e.g. RDA, AACR2, MARC21), controlled vocabularies (e.g. LCSH, Name Authorities), classification schemes (e.g. DDC), archives (e.g. ISAD (G) and ISAAR (CPF)) and interoperability (e.g. Z39.50). Support the planning for transition to new standards as required.

5. Working with the Metadata, Discovery and Analytics Co-ordinator and colleagues in Acquisitions and Content Delivery colleagues, ensure the quality of catalogue
records for new acquisitions which are processed by the Acquisitions and Content Delivery team. In particular providing training for Information Assistants on the standards required for Catalogue records.

6. Carry out routine tasks relating to optimisation of records to improve searchability in Primo.

7. Under the supervision of the College Archivist, carry out agreed cataloguing of archival collections, ensuring that appropriate guidelines are followed and standards for archival cataloguing, in particular ISAD (G) are met.

Other responsibilities

8. Assisting with the maintenance of appropriate documentation both in print and electronically.

9. Completion of activities relating to the submission of print Royal Holloway theses to the Library. This will include cataloguing of the small number of new print theses, management of embargo periods for print theses, and management of deposit and retrieval of print theses.

10. Participation in specific cataloguing and metadata creation projects, under the supervision of the Metadata, Discovery and Analytics Co-ordinator.

General

11. Participation in project and development activities as part of a team of staff seeking to meet the Library’s strategic aims and goals.

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.