JOB DESCRIPTION

Job Title:	Senior Information Assistant (Metadata and Discovery)
Department / Unit:	Library Services
Grade:	RHUL 5
Accountable to:	Metadata, Discovery and Analytics Coordinator

Purpose of the Post

The main responsibilities of the post are:

- 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 in to Alma as part of the shelf-ready process.
- To carry out appropriate review of metadata in the Reading List system, Talis Aspire, to ensure discoverability of reading list materials.
- To carry out regular reports on the Reading List system as needed, such as usage analytics and reports to aid stock management in the High Use Collection

Key Tasks

Metadata Creation and Management

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. To undertake Project Work related to metadata and the improvement of discovery of library resources, both physical and electronic, under the direction of the Metadata, Discovery and Analytics Coordinator. Where, appropriate, this may include the development of plans for projects and the supervision of staff involved.

7. Take responsibility for quality control of the metadata in the Reading List System, carry out remedial work as required, and provide feedback and, if necessary, training to Library staff to ensure accurate data input.

8. To understand and administer all aspects of reading list management as required, including the addition of resources after acquisition and digital copies.

Other Duties

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

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.

Take responsibility for adding Exam Papers to the discovery system and making them available to Library users.

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

General

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

Any other duties as required by the line manager or Head of Department that are commensurate with the grade.