JOB DESCRIPTION

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

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 quality control of metadata records for new acquisitions which are imported in to Alma.

To carry out appropriate review and management of metadata in the Reading List system, Talis Aspire, to ensure discoverability of reading list materials.

To contribute to metadata-based project work across the library collections

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 and Discovery Co-ordinator and colleagues in Acquisitions and Content Delivery to ensure the quality of metadata for new acquisitions. In particular providing training for Information Assistants on metadata standards.

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 and Discovery 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.

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

11. Participation in specific metadata management projects, under the supervision of the Metadata and Discovery Co-ordinator.

General

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

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

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.

Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with:
Metadata and Discovery Coordinator
Head of Acquisitions and Content Delivery and Acquisitions and Content Delivery Team
Library Systems Manager

Reading List Team Manager and Reading List Team
Customer Services Team
Academic Liaison Team