Position: Cataloging and Metadata Coordinator, Senior Assistant or Associate Librarian

Type: Tenure Track

Academic Year: 2021/2022

Available: March 1, 2022

Location: Walter W. Stiern Library
California State University, Bakersfield
9001 Stockdale Highway, 60LIB
Bakersfield, CA 93311

Contact: libadmin@csub.edu

Deadline: January 10, 2022, but will continue until the position is filled.

University Background: California State University, Bakersfield (CSUB), founded in 1970, is a regional, comprehensive university serving the southern San Joaquin Valley of California. CSUB’s service area covers nearly 25,000 square miles and is home to a socially and ethnically diverse population of over 11,000 students. CSUB is the only four-year degree-granting institution within a 100-mile radius. Due to this, CSUB has a vital role in educational attainment, economic development, and quality of life within the region. The accolades CSUB has received include Washington Monthly’s #2 Best Bang for the Buck for Western Colleges (2018), Washington Monthly’s #6 Best Affordable Elite Colleges and #17 out of 200 for Graduate Schools, and “A Top Public School” by US News and World Report (2019).

CSUB serves 9,800 undergraduate students and 1,400 graduate, credential, and post-baccalaureate students. 63.5% of CSUB’s students are Hispanic/Latinx, 4.9% are African American, 0.2% are Hawaiian/Pacific Islander, 0.5% are American Indian/Alaskan Native, 7.1% are Asian, and 2.3% are multiracial. CSUB is a federally designated Hispanic Serving Institution (HSI).

Commitment to Diversity: The Walter W. Stiern Library within the Division of Academic Affairs at CSUB is committed to academic and inclusive excellence and diversity within the faculty, staff, and student body.

Department Information:
The Walter W. Stiern Library opened in 1994 and is the largest building on the California State University, Bakersfield campus. The 150,000 square-foot building houses nearly half a million print volumes and provides electronic access to thousands of periodicals and eBooks. The library is managed and operated by 23 staff members and faculty librarians. The library also maintains a branch library at the CSUB Antelope Valley campus in Lancaster. The Dean of Libraries oversees all operations and services.

Position Description: The Walter W. Stiern Library at California State University, Bakersfield (CSUB) seeks a Cataloging and Metadata Coordinator, a position designed to support the delivery of library and research service to the campus community. This includes participating in CSUB’s efforts to engage minoritized and/or underrepresented communities. CSUB is designated as a Hispanic-Serving Institution (HSI).

The Cataloging and Metadata Coordinator is a part of a team whose primary assignments are to ensure the quality and accuracy of the library’s catalog as well as manage electronic resources. The Cataloging and Metadata Coordinator works to ensure students and faculty have access to all items in the collection regardless of format. In addition, this position participates in the collection development of assigned subject areas and provides reference and information literacy instruction for the library. Reporting to the Dean of the Library, the librarian will work collaboratively with library faculty and staff. As an integral member of the library faculty, this position explores emerging trends in librarianship and contributes to the development of forward-thinking approaches to the delivery of library services.
The successful candidate will:

- Oversee catalog maintenance for main collections in the Walter Stiern Library and the Antelope Valley satellite campus.
- Perform original and complex copy cataloging for monographs, serials, and materials in all physical and digital formats using national systems and standards, including MARC 21, AACR2, RDA, SUDOC, LCSH, and other metadata schemas as appropriate.
- Create queries to identify areas needing correction, develops plans for addressing problems identified, and tests batch editing and loading tools for data clean-up.
- Communicate with vendors and CSU stakeholders regarding metadata and configuration issues for electronic resources.
- Participate in strategic planning for Cataloging and ERM by developing, documenting and implementing cataloging policies and working with Library Services staff to document procedures and workflows.
- Participate in the management of Alma.
- Perform authority control and maintenance in Alma.
- Participate in reference and information literacy instruction.
- Serve as library liaison and share in collection development activities for designated departments.
- Maintain a program of continual learning that promotes professional growth and contributes towards the achievement of the library’s organizational mission.
- Participate in library and faculty governance with teams and committees.
- Contribute to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures and backgrounds.
- Other duties as assigned.

Minimum Qualifications:

- Demonstrated commitment to teaching undergraduates from diverse socioeconomic, cultural, and academic backgrounds, including first-generation students.
- ALA accredited master’s degree in Library Science.
- Three years of experience in cataloging, authority control, and e-resource management using OCLC and integrated library systems.
- Knowledge of MARC 21, AACR2, RDA, SUDOC, LCSH, and other metadata schemas.
- Attention to detail.
- Ability to organize, plan, and test job tasks.
- Excellent interpersonal, oral, and written communication skills.
- Experience in providing reference, instruction, and public service to diverse populations in an academic setting.
- Personal initiative, thoroughness, completing tasks in a timely manner, multi-tasking, prioritizing, and being flexible in changing environments.
- Independent problem-solving and decision-making.
- Ability to work effectively with and enjoy assisting library users in a diverse, multicultural setting.
- Ability to meet the requirements of retention, tenure, and promotion.
- Commitment to professional development.

Preferred Qualifications:

- Experience with Alma and Primo
- Experience with batch editing tools such as MarcEdit, bulk import/export, etc.

COVID-19 Requirement: CSU requires faculty, staff, and students who are accessing campus facilities to be immunized against COVID-19 or declare a medical or religious exemption from doing so. Any candidates advanced in a currently open search process should be prepared to comply with this requirement. The systemwide policy can be found at https://calstate.policystat.com/policy/9779821/latest/ [calstate.policystat.com] and questions may be sent to hr@campus.edu.

Compensation: Salary and rank are dependent on qualifications and experience. CSUB offers a generous benefits package (e.g., excellent health, dental, vision, and retirement benefits.)
Application:

- In application materials, please include a statement about fostering an inclusive environment.
- Please include a statement of contribution to diversity, equity, and inclusion. The statement should include information on how the applicant currently or will potentially promote diversity, equity, and inclusion through their teaching, research, and service at CSUB.
- Please send your letter of application, curriculum vitae, unofficial transcript(s) for all graduate work, diversity statement, and names and contact information of three professional references to khoughton1@csub.edu.
- Prior to hire, official transcripts and 3 letters of recommendation will be required.

Background Check: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or the continued employment of current CSU employees who apply for the position.

Mandated Reporter: The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Clergy Act: CSUB's annual crime report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus centers, such as our Antelope Valley Satellite Campus, and on property within, or immediately adjacent to and accessible from CSUB. The report also includes policies concerning security on campus, such as alcohol and drug use, crime prevention, reporting crimes, sexual assault, and other subjects. Additionally, a daily log of offenses is maintained and can be reviewed at the front desk of the Department of Public Safety. You can obtain a copy of the annual report by contacting the Department of Public Safety/University Police at (661) 654-2111 or by logging on to their website at: https://www.csub.edu/compliance/Clery.

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EEO Statement: CSUB is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, marital status, disability, or covered veterans' status.