



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Metadata Specialist: Yorkshire Archaeological and Historical Society
Collection, Library**



Salary: Grade 5 (£23,067 – £26,715 p.a.)

Reference: CSLIB1216

This is a fixed-term post available for 13 months

We will consider flexible working arrangements

Metadata Specialist: Yorkshire Archaeological and Historical Society Collection

Metadata Team, Library

Do you have excellent accuracy and attention to detail? Are you confident working with resources in a range of formats? Are you a team player, able to make a positive contribution to metadata management in this large HE library?

You will be part of the Metadata Team who catalogue a wide range of material for the Library including print monographs, e-resources, continuing resources, research outputs and Special Collections material. The team are involved in projects relating to internal and external initiatives. This role will focus on the cataloguing of the collections of the Yorkshire Archaeological and Historical Society which include monographs, periodicals and pamphlets. This project will initially focus on the completion of the cataloguing of the monograph material with possible scope to advance to the cataloguing of the additional formats.

You'll have experience of MARC21, RDA and AACR2, and an understanding of classification principles. You'll need strong interpersonal skills and be able to work effectively with the wider team, other Library colleagues and external bodies.

What does the role entail?

As a Metadata Specialist your main duties will include:

- Cataloguing and classifying material; identifying, importing, and enhancing MARC records from external databases where appropriate;
- Deduplication of collections against existing University of Leeds Library stock;
- Ensuring database integrity by identifying and correcting errors and inconsistencies in the catalogue as well as undertaking authority control work;
- Answering queries about the catalogue and the collection;
- Contributing to the wider team and Library processes and activities, for service improvement and development.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.



What will you bring to the role?

As a Metadata Specialist you will have:

- The knowledge and expertise to carry out the role, through formal qualification and/or relevant experience, including a good knowledge of MARC21, RDA and AACR2, and understanding of the principles of classification;
- Confidence in using IT, including MS Office and Library management systems;
- Excellent communication skills, able to convey information clearly and concisely, adapting language and style depending on the audience;
- Excellent organisational skills, able to work independently, managing your workload whilst meeting service and performance standards including speed and accuracy, and using your initiative to solve problems;
- The ability to make a positive contribution to the team and work collaboratively with others to solve problems;
- An understanding of and commitment to excellent customer service;
- A positive and flexible approach to changing demands, priorities and new initiatives.

You may also have:

- Working knowledge of one or more foreign languages;
- Experience of rare book cataloguing;
- An awareness of the role of metadata standards in resource description and discovery.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Sheila Gallagher, Access & Acquisitions Assistant Manager: Metadata Operations

Tel: +44 (0) 113 343 1530



Email: s.m.gallagher@leeds.ac.uk

Further information about the Library <http://library.leeds.ac.uk/>

Additional information

Working at Leeds

You can find out more about our generous benefits package and more about what it is like to work at the University and live in the Leeds area in our [Working at Leeds](#) section.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found in our [Accessibility](#) section or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position, however, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be made in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information.

