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Catalog/Metadata Librarian Part-Time

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Official University Job Title: Part-Time Faculty

Library Title: Catalog/Metadata, Librarian Part-Time

Description:

The Part-Time Catalog/Metadata Librarian reports to the Coordinator of Cataloging & Metadata and serves as a member of the Cataloging & Metadata Team. The main duties of the part time Catalog/Metadata Librarian are to maintain and enhance existing records for Georgia Documents and Federal Documents. These duties include adding retrospective and new records to the catalog.

Duties:

Stay current with emerging metadata standards and other trends in professional cataloging rules and standards.

Catalog and process all state documents using state documents rules and regulations.

Catalog and process both tangible and electronic government documents in compliance with the policies of the Federal Depository Library Program.

Perform as copy cataloger for Georgia and Federal Documents and as original cataloger for Georgia Documents using OCLC Connexion Browser.

Serve as advisor in areas of Georgia and Federal Documents.

Work collaboratively and productively with colleagues within and outside the department.

Essential Duties & Responsibilities:

Catalogs and processes Georgia documents.	80%
Verifies federal documents are ready for ARC storage.	5%
Catalogs federal documents and serves as advisor.	10%
Other duties as assigned.	5%

