

Job Description



مكتبة قطر الوطنية
QATAR NATIONAL LIBRARY

1. Job Details:

Job Title:	Digital Collections Metadata Librarian	Reports to:	Head of Digital Curation & Preservation
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2. Job Purpose:

Working with metadata for diverse digital collections and digital services of Qatar National Library, including providing guidance on metadata schemas and tools, assessing metadata quality and working with metadata mappings.

3. Job Dimensions: Key facts and figures which give an indication of the scope and scale of the job.

Annual Operating Budget/Project Budget/Sales Revenue:	n/a				
Number of Staff Supervised:	0	Direct Reports:	0	Contractor/Others:	0

4. Key Result Areas:

KEY RESULT AREAS

- Cooperate with other departments of QNL to provide guidance on metadata schemas, thesauri and other aspects of best practices for describing contents of diverse digital collections
- Coordinate the presentation of QNL digital collections by ingesting staff-generated metadata, troubleshooting content and display issues, and creating policies, workflows, and documentation.
- Support the Head of Digital Curation & Preservation in ensuring the long term accessibility of QNL digital assets
- In collaboration with the digitization and cataloging departments, ensure that appropriate technical and descriptive metadata is captured and assigned to digitized items
- Cooperate with QNL external digitisation projects partners to develop requirements and best practices for describing contents of digitised collections
- Work on metrics and methods for automated metadata quality assessment for large collections
- Assess the quality of metadata provided by other library departments and by external partners (e.g. international digitisation projects and partnerships)
- Provide guidance on improving metadata quality where needed
- Prepare metadata mappings and cross-walks (in cooperation with IT department when necessary) to ensure metadata interoperability across library services
- Identify and provide metadata requirements for digital content platforms
- Verify the discoverability of digital content in QNL's digital content platforms
- Cooperate with Digital Content Platforms Manager to ensure that metadata provided for specific collections are sufficient to deliver high quality digital services for end users
- Provides written reports, assessments, analyses, and documentation as needed and upon request
- Develop and deliver training related to digital scholarship
- Provides collection analytics
- Provide metadata consulting services for QNL staff and external projects
- Employ emerging metadata schemas to link content across multiple data repositories, and improve search optimization and discoverability of internal and external data
- Keep abreast of developments, trends and issues in areas of responsibility
- Participate in team work and committees as needed
- Perform miscellaneous duties and conduct special projects as assigned
- Other tasks as assigned

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Digital Collections Metadata Librarian

5. Operating Environment, Framework & Boundaries:

Work is in a multicultural office and library environment. Must adhere to all applicable QF and Library Policies & Procedures and must ensure that all policies and procedures comply with global standards and best practices. Must comply with QF health, safety, security, and environment policies, procedures, legal regulations and objectives applicable to areas of responsibility to ensure that work is performed in a safe, healthy and environmentally-sound manner. Work hours, days and locations will vary according to QNL requirements. Regularly-scheduled evening and weekend work may be required.

6. Communications and Working Relationships:

- Supervisor – frequent contact to provide project updates and receive guidance and approvals
- QNL Heritage Collections and Digitization departments, QNL Historical Research & Partnerships and other QNL departments – to provide metadata guidance, support and quality assurance
- QNL IT services - on IT tools for metadata storage and automated processing

7. Problem Solving & Complexity:

- Evaluates different options when solving problems
- Refrains from drawing conclusions in the absence of clear evidence, takes time to collect facts before developing a solution
- Considers the medium term as well as immediate short-term impact of outcomes and actions
- Demonstrates an awareness of the impact of preferred solution on other projects/ related problems

8. Decision-Making Authority & Responsibility:

- Accepts responsibility / accountability for own decisions and explains the rationale
- Reviews available information in conjunction with interested parties and arrives at decisions by consensus judging degree of consultation needed to ensure commitment
- Remains calm and resourceful when making difficult decisions, basing them on facts
- Ensures decisions are taken by self and group after reviewing available information while exhibiting reasonable foresight

9. Minimum Knowledge, Skills & Experience:

- Bachelor's degree in science or humanities & 2-5 years of relevant full-time work experience.
- Prefer ALA accredited MLS or equivalent advanced degree in library or information science or MSc in computing science or similar
- Strong track record in the field of digital cultural heritage including at least 3 years working with digital collections metadata
- Experience working with XML, XML editors and mapping tools, preferably also XSLT
- Demonstrable knowledge of digital library and data standards e.g. METS, MODS, PREMIS, Dublin Core, EAD, RDF and Linked Data, MARC
- Familiarity with copyright and licensing issues pertaining to digital material and research data
- Experience of delivering training to end users
- Excellent writing skills with the ability to draft and edit a variety of written reports and communications and to articulate ideas clearly and concisely; Arabic proficiency is an advantage
- Proficiency in MS Office applications