

LIBRARY SPECIALIST -- Job ID# 31752

The Libraries' Digital Services department has an immediate opening for a Library Specialist to add harvested and submitted content to the MOspace Institutional Repository and the HathiTrust, and increase access to online resources by enriching bibliographic and authority records.

Key Job Duties:

- Harvest scholarly resources and MU publications for inclusion in the MOspace Institutional Repository. Add submitted content to the repository, including electronic theses and dissertations as well as masters projects. Add brief metadata to MERLIN and/or WorldCat for select projects.
- Process materials for submission to the HathiTrust. Review digital images and code them for processing by internal script. Aggregate metadata in MERLIN records, check for HathiTrust compliance and process for submission to the HathiTrust. Update HathiTrust collections with newly ingested resources.
- Bibliographic and authority record metadata enrichment.
- Quality check for locally digitized materials.
- Provides monthly statistical and activities reports within seven days of the end of the month.
- Contribute to the University Libraries overall mission through committee service, forums, etc. and participate in continuing education activities keeping current with library trends.
- Other duties as assigned.

Salary

\$13.27/hour

Grade: GGS-006

University Title: Library Information Specialist

Shift

Monday - Friday, generally 8-5. Hours/schedule may be adjusted by arrangement with supervisor.

Minimum Qualifications

A high school diploma and at least 2 years of experience from which comparable knowledge and skills can be acquired is necessary

Preferred Qualifications

- Two years of library experience.
- Experience working with online resources.
- Knowledge of metadata used in description of library resources.
- Experience digitizing/scanning material in a library or related setting.
- Able to apply detailed standards accurately.
- Able to juggle multiple tasks, manage own work, and meet department work goals.
- Able to work with others on shared projects and to work independently.

Application Materials

Apply online at <https://hrs.missouri.edu/find-a-job/staff> with Job ID 31752. Please include a cover letter and resume with your online application.

Benefit Eligibility

This position is eligible for University benefits. The University offers a comprehensive benefits package, including medical, dental and vision plans, retirement, paid time off, and educational fee discounts. For additional information on University benefits, please visit the Faculty & Staff Benefits website at <http://www.umsystem.edu/totalrewards/benefits>