

**Metadata Librarian**

**(Metadata Management, Stellenbosch University Library)**

# (Ref. BIB/076/0322)

**Working hours:** Monday to Friday, 08:00-16:30

**Duties:**

* Performing original cataloguing conforming to the latest international standards;
* Classifying material using a variety of classification schemas;
* Maintaining standards with regard to copy cataloguing, authority creation and control, data input, linked data and database maintenance;
* Maintaining library catalogues and contributing to international catalogues and databases;
* Performing other duties and projects as assigned.

**Requirements:**

* A degree in Library and Information Science or similar qualification;
* At least two years’ cataloguing experience;
* Excellent knowledge of the following cataloguing standards and tools: Dewey decimal classification, MARC21, RDA, LC Subject Headings and LC Name Authorities;
* Excellent computer proficiency in a Windows environment and other office applications;
* Accuracy and attention to detail;
* Sound judgement and the ability to solve problems;
* The ability to analyse, interpret and organise information;
* Good interpersonal and teamwork skills, as well as the ability to work independently;
* Good time management skills and adaptability.

**Recommendations:**

* Knowledge of integrated library systems and content management systems;
* Experience with using the Alma computer system, OCLC Connexion, Dublin Core metadata structure, or other metadata standards and schemas;
* Experience of working in an academic library or the library of a research institution;
* Good written and verbal communication skills;
* Experience with NACO (Name Authority Cooperative Programme).

**Commencement of duties:** 1 July 2022 or as soon as possible thereafter

**Closing date:** 20 April 2022

**Enquiries regarding this position:** Ms. Rachel Janse van Rensburg on 021 808 4888, or at racheljvr@sun.ac.za

**Enquiries regarding remuneration/benefits as well as technical assistance with the electronic application process:** Human Resources Client Service Centre on 021 808 2753, or at sun-e-hr@sun.ac.za

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*The University is committed to employment equity (EE), and appointments will be made in line with the EE plan for the specific environment as well as the institutional EE Plan of Stellenbosch University.*

*The University reserves the right not to make an appointment.*

Your application, comprising a **comprehensive curriculum vitae (including the names and e-mail addresses of at least three referees)**, must reach the University before or on the closing date of the advertised post.

**APPLY ONLINE AT** [**https://www.sun.ac.za/english/careers**](https://www.sun.ac.za/english/careers) **BY USING THE *APPLY NOW LINK* AT THE TOP RIGHT-HAND CORNER OF THE SPECIFIC VACANCY PAGE.**

*The University reserves the right to investigate qualifications and conduct background checks on all candidates.*

***Should no feedback be received from the University within four to six weeks of the closing date, kindly accept that your application did not succeed.***



**Metadatabibliotekaris**

**(Metadatabestuur, Universiteit Stellenbosch Biblioteek)**

# (Verw. BIB/076/0322)

**Werksure:** Maandag tot Vrydag, 08:00-16:30

**Pligte:**

* Doen oorspronklike katalogisering volgens die jongste internasionale standaarde;
* Klassifiseer materiaal deur die gebruik van ’n verskeidenheid klassifikasieskemas;
* Handhaaf standaarde ten opsigte van kopiekatalogisering, gesagsbeheer en die skep van gesagsrekords, invoer van data, “linked data” en databasisinstandhouding;
* Instandhouding van biblioteekkatalogi en bydrae tot internasionale katalogi en databasisse;
* Voer ander pligte and projekte uit soos toegewys.

**Vereistes:**

* ’n Graad in Biblioteek- en Inligtingwetenskap of soortgelyke kwalifikasie;
* Minstens twee jaar katalogiseerervaring;
* Uitstekende kennis van die volgende katalogiseerstandaarde en -hulpmiddele: Dewey desimale klassifikasie, MARC21, RDA, LC Saakhoofde en LC Naamgesagrekords;
* Uitstekende rekenaarvaardigheid in ’n Windows omgewing en ander kantoortoepassings;
* Akkuraatheid en aandag aan detail;
* Gesonde oordeel en die vermoë om probleme op te los;
* Die vermoë om inligting te analiseer, interpreteer en organiseer;
* Goeie interpersoonlike- en spanwerkvaardighede, asook die vermoë om onafhanklik te werk;
* Goeie tydsbestuur en aanpasbaarheid.

**Aanbevelings:**

* Kennis van geïntegreerde biblioteekstelsels en inhoudsbestuurstelsels;
* Ondervinding met die gebruik van die Alma rekenaarstelsel, OCLC Connexion, Dublin Core metadatastruktuur, of ander metadatastandaarde en -skemas;
* Werkservaring in ’n akademiese biblioteek of die biblioteek van ’n navorsingsinstansie;
* Goeie skriftelike en mondelinge kommunikasievaardighede; • Ervaring met NACO (Name Authority Cooperative Programme).

**Diensaanvaarding:** 1 Julie 2022 of so gou doenlik daarna

**Sluitingsdatum:** 20 April 2022

**Navrae rakende die posinhoud:** Me Rachel Janse van Rensburg by 021 808 4888, of by racheljvr@sun.ac.za

**Navrae rakende vergoeding/voordele asook tegniese bystand met die elektroniese aansoekprosedure:** Menslike Hulpbronne-kliëntedienssentrum by 021 808 2753, of by sun-e-hr@sun.ac.za

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*Die Universiteit is verbind tot diensbillikheid (DB), en aanstellings sal ooreenkomstig die DB-plan vir die betrokke omgewing sowel as Universiteit Stellenbosch se institusionele DB-plan gedoen word.*

*Die Universiteit behou die reg voor om nie ’n aanstelling te maak nie.*

U aansoek moet vergesel wees van ’n **volledige curriculum vitae (insluitend die name en e-posadresse van ten minste drie referente),** en moet die Universiteit voor of op die sluitingsdatum van die advertensie bereik.

**DOEN AANLYN AANSOEK BY** [**https://www.sun.ac.za/afrikaans/loopbane**](https://www.sun.ac.za/afrikaans/loopbane) **DEUR OP DIE *APPLY NOWSKAKEL* REGS BO-AAN DIE BLAD VAN DIE SPESIFIEKE VAKATURE TE KLIEK.**

*Die Universiteit behou die reg voor om kwalifikasies na te gaan en agtergrondinligting oor alle kandidate in te win.*

***Indien u nie binne vier tot ses weke na die sluitingsdatum van hierdie advertensie van die Universiteit verneem nie, aanvaar asseblief dat u aansoek onsuksesvol was.***