

Metadata Assistant II

Job Summary

Under limited supervision catalogs materials in all formats selected by academic departments and collection development. May create records, assign call numbers and assign subject headings. Supplies descriptive metadata for Rice's digitized resources. Supplies pre-cataloging information to facilitate processing and cataloging of purchased and gift materials.

Essential Functions

- Provides precataloging information to facilitate processing and cataloging of purchased and gift materials
- Provides copy cataloging for materials with Library of Congress copy, with selected better level or enhanced member libraries copy, and for works of fiction with minimal level member copy
- Adapts or creates records for materials without exact copy, assigning call numbers and subject headings in designated areas
- Loads vendorsupplied catalog records into the Library system
- Orders materials selected for purchase by academic departments and Collection Development
- Searches Alma database to ensure item is not a duplicate
- Creates metadata records (using nonMARC schemas) for library and other scholarly resources in a variety of formats (print, media, borndigital, etc.), languages, and subject areas to ensure accurate resource discovery and access for the Library's community
- Provides maintenance for nonMARC metadata records (includes authority work) for the Library's digital collections
- Assists with scanning analog materials for inclusion in digital collections
- Assists in the development and preparation of new procedures and documentation in connection with new technology and / or new library systems
- Assists Metadata Supervisor in training of new personnel and student assistants
- Performs all other duties as assigned

1. MAJOR DUTIES OF SENIOR METADATA ASSISTANTS

Senior Metadata Assistants process monographic materials that have non-Library of Congress or non-Good Member copy. They process LC and member copy non-book materials in all formats except Scores and Serials. They also handle cataloging problems passed on by the Copy Catalogers.

Monographic materials processed by Senior Metadata Assistants include:

- OCLC member copy which is neither on the Good Member List, nor a straightforward LC variant, nor fiction for which an LC established classification number can be found
- Member copy fiction for which a classification number must be established
- Fiction for which there is no copy. Original cataloging is input and updated on OCLC and transferred to the library database
- Variant editions with no copy which can be input on OCLC by deriving a new record and editing the resulting copy
- Any non-fiction LC copy lacking an LC call number
- LC or member pre-ISBD copy
- Call number problems and other issues that Copy Catalogers are unable to resolve

2. SPECIAL DUTIES OF INDIVIDUAL SENIOR METADATA ASSISTANTS

Each Senior Copy Cataloger is also assigned to process one or more certain special types of materials depending on subject and/or technical expertise. In some cases processing of these materials involves searching for copy on OCLC and transferring records as well as verifying and editing. These include:

- Analytics
- Audiovisual materials
- Electronic Resources (non-serial)
- Microforms
- Monographs in series which are classified separately on continuation (class seps) – member copy only
- Sets on continuation and incomplete sets
- Sound recordings
- WRC and LSC-SPECL materials

3. INCIDENTAL DUTIES OF SENIOR METADATA ASSISTANTS

From time to time Senior Metadata Assistants may be assigned to assist other areas of Cataloging and Metadata Services or to work on special projects.

- Senior Metadata Assistants may assist Copy Catalogers with ordering and approval processing depending on individual expertise and section priorities
- Senior Metadata Assistants may catalog LC approvals and firm orders when the Copy Catalogers are busy with orders
- Senior Metadata Assistants assist in the processing of gift materials and special collections
- Senior Metadata Assistants may be called upon to assist in special Library digital projects

4. WORKFLOW

- Take book from member copy shelves or truck. Search in system for catalog record or updated catalog record.

- Search book on OCLC. If LC or better member copy is found, overlay record in system and update holdings on OCLC. If a search on OCLC fails to produce better copy a senior copy cataloger may also search other library databases for good copy from non-OCLC member libraries.
- If item is cataloged as a **serial**, give it to the Serials Cataloger.
- If item is cataloged as an **analytic**, give it to the Analytics Cataloger.
- If item is cataloged as an **incomplete set**, give it to the Sets Cataloger.
- If item is for **WRC** or **LSC-SPECL**, give it to Senior Copy Catalogers designated to handle such items.
- If cataloging copy is **new LC with call number**, complete cataloging according to standard procedures.
- If cataloging copy is **LC without call number**, check LC schedules to determine correct classification and complete cataloging according to standard procedures.
- If cataloging copy is **pre-ISBD**, check call number and subject headings for validity according to current LC practice.
- If record is **member copy**, check description for completeness and accuracy. If copy is **minimal level**, briefly examine book for content to determine appropriateness of subject headings. Correct and/or add subject headings as necessary using *LCSH*, *Subject Cataloging Manual*, and *CSBs* as guides. Use LC classification schedules to assign or verify correct class number. Edit record as necessary. If minimal copy lacks both call number and subject headings, or if cataloger cannot determine the accuracy of copy because of lack of language and/or subject expertise, the item may be passed on to Original Catalogers with a printout of the cataloging copy and the Acquisitions receipt date noted.
- If a **related edition** is found on OCLC for an item with only provisional copy, derive a new record from the old edition. Edit description to reflect new edition, check access points for authorities, subject headings for current validity, and call number for accuracy before adding new record to the OCLC database. After updating record on OCLC, overlay provisional record in our system.
- If an item with provisional copy is a work of **fiction**, input a new record on OCLC following *AACR2* rules for access points and description. If author number is not established by LC, construct a number using LC classification schedules and checking call number index for conflicts. Update record on OCLC and overlay provisional record.
- Other items **without OCLC copy** should go to the Original Catalogers with a printout of the provisional record and the Acquisitions receipt date noted on the order slip.