The **USF Libraries** serve the University of South Florida, with campuses in Tampa, St. Petersburg, and Sarasota-Manatee. In 1960, USF’s founding president, John Allen, referred to the Library as “the heart of the University,” and we pride ourselves on continuing to be at the center of a highly engaged university community today.

Our collective mission is to inspire research, creativity, and learning, partnering with students and globally recognized faculty to produce meaningful, impactful research. Together, we aim to provide the freedom and resources to create a vision for the future.

**POSITION AVAILABLE: E-Resources Metadata Librarian, Tampa campus**

**POSITION SUMMARY:**

The University of South Florida Libraries Tampa Campus is seeking an energetic, well organized and enthusiastic individual to serve as Electronic Resources Metadata Librarian. Reporting to the Associate Director of Collections & Discovery this individual will coordinate all aspects of electronic resources metadata management for the library catalog. The successful candidate is expected to engage in research, publication, and presentation and must work actively toward promotion. This is a 12-month, non-tenure-track library faculty position.

Responsibilities include, but are not limited to:

- Supervise 1.0 FTE electronic resource metadata staff.
- Coordinate and manage the Ebooks for the Classroom+ metadata project.
- Provide quality control for electronic resources in the catalog.
- Develop and maintain electronic resource cataloging workflows.
- Manage ebooks and streaming media resources in the library catalog.
- Track and maintain ebook collection subscriptions, purchases and evidence based/patron driven acquisition (EBA/PDA) programs.
- Perform batch loading processes for electronic resources in the library catalog.
- Manipulate MARC and KBART files, create and maintain import profiles, and perform global updates.
- Work collaboratively with eresource librarians to manage electronic resources in the catalog.
- Perform original and copy cataloging of electronic resources.
Compile electronic resource cataloging statistics.
Maintain an active program of professional development, scholarship, and service in areas of relevant expertise. Engage in research and peer reviewed publications as required for promotion.

Minimum Qualifications:

- ALA accredited master’s degree in Library and Information Science by anticipated start date.
- Demonstrated knowledge of metadata and EBA/PDA program management.
- Demonstrated ability to administer and coordinate projects and personnel in a team environment.
- Evidence of the ability to engage in scholarship and/or creative achievements as required for promotion.

Preferred Qualifications:

- Three years’ experience working in an academic library setting.
- Experience with cataloging electronic resources, and metadata management including administration, maintenance, troubleshooting, and tracking of electronic resources in an academic library.
- Working knowledge of Ex Libris Alma and Primo VE.
- Demonstrated ability to set priorities and work both individually and collaboratively within diverse and changing environment.
- Demonstrated initiative in fostering new ideas and implementing change.
- Supervisory/management experience.
- Knowledge of cataloging standards and bibliographic utilities.
- Strong analytical, problem solving, and organizational skills, as well as attention to detail.
- Working knowledge of metadata processing and transformation tools such as MarcEdit and OpenRefine.

Compensation and academic rank commensurate with experience.

Applications must be submitted through the Careers@USF website, Job ID 29788 and include a cover letter and CV. Please go to www.lib.usf.edu/employment for more information. We are open to all levels of excellence. USF is an equal opportunity, equal access academic institution that embraces diversity in the workplace.
The University of South Florida is one of Florida’s three preeminent state research universities and is America’s fastest-rising university (U.S. News & World Report, 2021). Founded in 1956, USF is a relatively young university with rich traditions and opportunities for students, academic excellence, groundbreaking and innovative research, and service to our communities.

USF has earned widespread national recognition for its success in graduating underrepresented minority and limited-income students, at rates equal to or higher than national averages. USF is strongly committed to a culture of equity and inclusion across the institution. These and other core values are captured in the university’s five Principles of Community:

**EXCELLENCE WITH EQUITY** We affirm the value of excellence. Our essential pursuit of truth and wisdom depends upon fairness and equity. We recognize that individual and collective excellence entails a responsibility to ensure that every member of our community has the opportunity to succeed.

**DIVERSITY WITH INCLUSION** We affirm the value of diversity, individual dignity, equity, and our common humanity. Diversity of lived experiences, thought, and values enriches our lives and our whole university community. We seek the intentional inclusion of the broadest possible range of these perspectives essential to a university with local, state, national, and global impact.

**FREEDOM WITH RESPONSIBILITY** We affirm the value of academic freedom and the inherent value of people’s right to express themselves respectfully, freely, safely, and with civility. We reject the demeaning acts of bullying, violence, prejudice, and discrimination as they undermine the community we aspire to be.

**DIALOGUE WITH RESPECT** We affirm the value of evidence and seek perspectives to foster productive communication, dialogue, and constructive disagreement. We listen respectfully and reject language that devalues any member of the community. We embrace differences by learning through open debate in a spirit of curiosity.

**TRANSPARENCY WITH ACCOUNTABILITY** We affirm the value of a clear and transparent working and learning environment that promotes honesty, fairness, and trust. We commit our time, talents, and resources to building a culture of caring that promotes the integrity of our relationships and the sustainable well-being of the entire community. We are personally responsible, across every level, for treating each other with respect, candor, and accountability.
The University of South Florida is located in the Tampa Bay area with campuses in Tampa, St. Petersburg, and Sarasota-Manatee. Situated along Florida’s gulf coast, the Tampa Bay area is celebrated for sunshine, mild winters, world-renowned beaches, miles of beautiful bay views, and a diverse food scene.

In addition to over 165 parks and beaches, Tampa Bay is home to several museums, theme parks, attractions, and music, art, and cultural festivals, including Busch Gardens, Zoo Tampa at Lowry Park, the Florida Aquarium, the Dali Museum, and the John and Mable Ringling Museum of Art. Sports fans cheer for hometown favorites including the three-time Stanley Cup champions the Tampa Bay Lightning (NHL), two-time Super Bowl champions the Tampa Bay Buccaneers (NFL), the Tampa Bay Rays (MLB), and of course our beloved USF Bulls!

Our rich culture is thanks to our diverse communities, particularly our thriving Hispanic population both in the city and at USF. With deep Cuban roots, Tampa is nicknamed, “Cigar City,” as it was once the cigar capital of the world (our Cuban sandwich is pretty famous, too). The Tampa International Airport has ranked best of U.S. airports, and was most recently named in the top 3 by Condé Nast.

Tampa Bay has a vibrant economy, no state income tax, and is 8% below the national average for cost of living. It is home to some of the best healthcare facilities in the U.S., including H. Lee Moffitt Cancer Center and Research Institute (located on the USF Tampa campus) and three hospitals ranked as “America’s Best Hospitals” by U.S. News and World Report.

We welcome you and your family to call Tampa Bay home.