

Job Description for Shan An (Sharon Shan An)

Local Title: Head of Bibliographic Control and Metadata Department (Head of Cataloging)

Generic Title: Librarian I (Tenured)

Cataloging—Bibliographic Control and Metadata Department, Technical Services, Campbell Library

Reporting to the Dean of the library

Job summary:

Oversee the Cataloging Department, also called Bibliographic Control and Metadata Department in Campbell Library. Assign work to the staff members and review their completed work for quality and quantity. Manage the workflow in different cataloging areas. Supervise and train paraprofessionals, part time catalogers, and student workers for various cataloging and cataloging maintenance projects, etc. Implement changes to streamline the workflow when needed. Prepare and complete PAR performance evaluations for paraprofessionals.

Provide bibliographic records for original and complex cataloging for materials of all formats according to the national standards: MARC21, LCSHs, LCC, AACR2R, RDA (to be implemented), LCRI, MARC21 Format for Authority Data, MARC21 Format for Bibliographic Data, Library of Congress Subject Cataloging Manuals, Metadata standards, etc. Fulfill various responsibilities of cooperative cataloging, upgrading bibliographic records from other OCLC libraries, classifying materials according to Library of Congress classification system, assigning Library of Congress subject headings. Do complex bibliographic problem solving, etc.

Serve as faculty liaison to the Foreign languages and Literatures Department, and the Asian Studies. Keep on top of the latest teaching and research needs of the faculty members in both Departments. Oversee the annual budget for the two departments. Review faculty orders and have them processed via Gobi3 and the Acquisition Department. When faculty members change or design new courses/programs, evaluate the resources available in the library, identify resources the library should acquire to support the course/programs. Complete the curriculum proposal library resource forms for submission to the Senate office. Work collaboratively with the faculty to develop effective approaches to building strong library collections.

Participate in professional committees including regional, university and library committees. When budget permitted, I provided leadership in national level professional library organization by serving as chair of the Cataloging Management Committee of the American Library Association and creating programs for the ALA national conferences. Currently I serve on Vale Bibliographic Control and Metadata Committee, Tri-State College Library Cooperative, Association of College and Research Libraries, Delaware Valley Chapter, Technical Services Interest Group of the Tri-State College Library Cooperative, Rowan Faculty Senate's World Education Council, Faculty Senate's Research Committee, etc. Attend career enhancing activities including workshops, seminars, trainings, in order to keep up

with the latest developments in the field of bibliographic control and metadata within library and information science.

Education: M.L.S from an ALA accredited institution, Drexel University

M.A. Linguistics (Foreign Languages and Literatures)

Experience, knowledge, skills and abilities:

In-depth knowledge and good experience with AACR2r, RDA, LCRI, LCSH, LCCS, MARC21, Metadata standards and current national bibliographic control standards.

Many years of experience in cataloging and authority control.

Good experience of bibliographic control of electronic resources.

Many years of working experience with online bibliographic utilities such as OCLC, and local integrated library systems.

Years of supervising experience in cataloging and bibliographic control functions.

Good problem solving and organizational skills.

Submitted to HR, Rowan University, March 15, 2013, as requested by HR.