



JOB ANNOUNCEMENT

Announcement Number	: 25-32
Position Title	: LIBRARIAN I – CATALOGING / METADATA
Annual Salar	: \$45,720.00
Location of Position	: University of Puerto Rico Mayagüez Campus Dean of Academic Affairs General Library
Opening Date	: June 17, 2025
Closing Date	: August 31, 2025

INTRODUCTION

The General Library of the University of Puerto Rico at Mayaguez is seeking a creative and innovative professional cataloging and metadata librarian to work with the physical and digital collections.

MINIMUM REQUIREMENTS

Applicants must meet the following requirements:

1. A completed a Master's Degree in Library, Information Science, or Archives (MLS, MIS, MLIS) from an accredited American Library Association program.
2. At least one (1) year of experience working in integrated library systems, institutional repositories, and cataloging tools.
3. Knowledge of common metadata standards, such as Dublin Core, PB Core, and MODS, and the ability to adapt this knowledge to diverse collections.
4. Excellent verbal and written communication skills in Spanish and English.
5. Skills and experience in teaching and integrating information and digital literacies.
6. Experience designing, creating, and updating thematic guides (particularly through LibGuides or similar platforms), digital collections, learning objects, online tutorials, workshops, and seminars.
7. Experience with the application of information competency standards and assessment of learning, services, and resources.
8. Experience working creatively, collaboratively, and effectively with teams and on independent assignments and managing multiple priorities.
9. Skills and proficiency in applying current knowledge of trends, best practices, and emerging technologies used in the academic library field.
10. Experience working with citation management tools, specialized databases, and other electronic resources.
11. Excellent interpersonal skills and ability to work effectively with a diverse population, including but not limited to faculty, students, and the public.
12. Availability to work some weeknights, weekends, and holidays.

The following items will be considered highly desirable qualifications:

1. Experience with one or more tools to create, extract, transform, analyze, and manage quality metadata records.
2. Experience performing metadata schema cleansing, editing, repair, migration, mapping, and transformation tasks (including metadata cross-referencing).
3. Experience working across organizational boundaries and managing complex stakeholder groups to move projects forward.
4. Experience creating manuals to define policies and standardize procedures.
5. Experience working with proposals to obtain external funding and developing research projects for dissemination and publication.

JOB DESCRIPTION AND DUTIES

Responsibilities include the following:

1. Holistically and ethically creating and maintaining metadata for description, authority control, discovery, access, administration, and preservation of both digital and physical objects produced, acquired, or held by the library, including original and/or enhanced records as appropriate.
2. Cataloging library materials from bibliographic utility (OCLC) or vendor records using designated classification systems, LC subject headings and updated rule interpretations, RDA guidelines and local cataloging standards.
3. Collaborating in metadata quality assurance and authority control processes.

- 4. Creating, developing, implementing, maintaining, and extending specific metadata profiles that respond to the library's current and future needs.
- 5. Collaborating in developing, maintaining, and implementing policies, procedures, and standards related to cataloging and metadata.
- 6. Actively participating in cross-departmental projects related to the institutional repository (Scholar@UPRM), digital or special collections, archives, and open-access initiatives.
- 7. Collaborating in the selection, acquisition, management, and continuous development of both print and digital library collections.
- 8. Designing and offering (in English and Spanish) library instructions, workshops, presentations, and seminars, among others.
- 9. Identifying and applying emergent technologies to create and maintain instructional resources, learning objects, thematic guides (Libguides or similar platforms), learning modules, mobile applications, social networks and digital content.
- 10. Actively participating in the Library Liaison Program to strengthen relationships and support curricular development through the integration of resources and services.
- 11. Developing learning objects for in-person and hybrid educational environments bearing in mind multiple-learning styles for a variety of platforms.
- 12. Preparing a research or creative labor agenda, contributing to the advancement of literature or research in the field of information science through external funding pursuits, scholarly publications, conference presentations, and related professional activities.
- 13. Providing information and specialized consulting services to faculty, researchers, students and the community in general.
- 14. Working individually or in groups to develop innovative projects to benefit the Technical Services Department, the library, and the institution.
- 15. Keeping abreast of emerging trends, best practices, and new tools related to data management, institutional repositories, advanced cataloging, metadata, linked data, and artificial intelligence.
- 16. Working some weeknights, weekends, and holidays, responding to the service needs of the library.
- 17. Attending meetings and actively participating in both departmental and institutional committees.
- 18. Performing other related tasks.

This appointment is associated with an academic workload equivalent to 12 hours/credit for a 37.5-hour weekly shift.

HOW TO APPLY

Interested candidates should provide the following documents:

- 1. Cover letter (both in Spanish and English), describing how, through this position, your qualifications and experiences will contribute to the institutional success. Include announcement number for which you are applying, e-mail, address, and phone number.
- 2. Currículum Vitae
- 3. Transcripts of all academic degrees.
- 4. Three (3) letters of recommendation.

Personnel Committee
General Library
University of Puerto Rico- Mayagüez Campus
Call Box 9000, Mayagüez P.R. 00681-9000
Phone (787) 265-3810

Letters or documents sent by e-mail must be directed to cpbiblioteca@uprm.edu. To learn more about the UPRM General Library, please visit <https://www.upr.edu/biblioteca-rum/>

SUBMITTED BY: 
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Director

Among the benefits offered by the University of Puerto Rico are health insurance, savings and investment plan of the University of Puerto Rico, sick leave, and maternity and paternity leave.