



# Cataloging and Metadata Librarian

## Wisconsin State Law Library

### Wisconsin Court System

The Wisconsin State Law Library is seeking candidates for the position of **Cataloging and Metadata Librarian**. This position is responsible for providing bibliographic access to library materials, electronic journals, online resources and digital collections for the Wisconsin State Law Library, the Milwaukee County Law Library (MCLL), the Dane County Law Library (DCLL), and the Supreme Court and Court of Appeals. This position supports the discovery of digital content through the application of cataloging and metadata practices, and through the creation and maintenance of finding aids.

**LOCATION:** Madison, WI. Certain positions with this Department may allow remote work for a portion of their work schedule, depending on the needs of the position and the work unit.

**SALARY:** Starting salary will be in the range of \$50,034 to \$60,541 annually, including a State of Wisconsin benefits package.

#### RESPONSIBILITIES:

1) Perform original and copy cataloging of law library materials in all formats. Provide content to the Wisconsin Digital Archives. Maintain resource URLs. 2) Create, update, and maintain data in library's Electronic Resource Management System and discovery services. 3) Support the discovery of digital content through high quality cataloging and metadata practices, and through the creation and maintenance of finding aids. 4) Provision of reference and research assistance to library users, including contributing to library newsletter. 5) Support the library's interlibrary loan program and federal government print and digital collection. 6) Perform catalog authority control work. Contribute authority records to the local authority file and to the National Authority Cooperative Program (NACO). 7) Participate in library and other professional activities.

#### QUALIFICATIONS:

**REQUIRED:** 1) Demonstrated ability to use cataloging skills and metadata to enhance user access to library materials in any format, including principles of cataloging, digital collection management, metadata systems, and reference skills. 2) Ability to adapt to new standards and technologies and a willingness to explore and implement new technologies, standards, and practices to enhance services and complete tasks more efficiently. 3) Effective communication skills.

**PREFERRED:** 7) Bachelor's Degree (with Graduate library science coursework related to the provision of reference, cataloging and classification) or 3 to 5 years Library experience. 9) Experience cataloging and classifying books, serials, electronic and other non-book resources to provide bibliographic access and control.

#### SPECIAL REQUIREMENTS:

1.) Employment will require a criminal background check.

#### TO APPLY:

Please submit a cover letter and resume in a single PDF document with the email subject line **#24-2423 Cataloging and Metadata Librarian** to [human.resources@wicourts.gov](mailto:human.resources@wicourts.gov). All materials should showcase your relevant education, experience, and skills as it relates to the qualifications and special requirements listed above. Failure to follow these application directions may result in your disqualification.

#### DEADLINE:

In order to be assured consideration, applications must be received by 11:59 PM on Sunday, June 9, 2024. The Wisconsin Court System will provide reasonable accommodations to qualified applicants when requested. For additional information on the court system, visit our website at [www.wicourts.gov](http://www.wicourts.gov).

*Upon request, all prospective employees can obtain a copy of the Equal Employment Opportunity Utilization Report.*

**EQUAL OPPORTUNITY and [E-VERIFY EMPLOYER](#)**