



## METADATA LIBRARIAN & SPECIAL COLLECTIONS CATALOGER

The Oak Spring Garden Foundation (OSGF – [www.osgf.org](http://www.osgf.org)) seeks an innovative, collaborative and collegial librarian to join the Library of Oak Spring Garden Foundation for the new position of **Metadata Librarian & Special Collections Cataloger**.

This is a unique opportunity, at a securely funded foundation, to join the four-person team that manages the remarkable, once-private, library of Rachel Lambert Mellon. The successful candidate will influence the future of the Oak Spring Garden Library at a critical stage in its transition from a private and personal asset to a library serving a much broader public.

**The Library** - The Oak Spring Garden Library contains an incomparable collection of thousands of rare books, art objects, manuscripts, and other significant materials relating to horticulture, botany, natural history, gardens and landscape design. The collection is of national and international significance and attracts scholars from around the world. The Library is housed in a unique stand-alone building, adjacent to the Oak Spring Gallery, Main Residence and uniquely beautiful garden on the former Mellon estate in rural Virginia Piedmont.

**The Position** - The Metadata Librarian & Special Collections Cataloger will provide and curate high quality metadata for a vast array of prints, rare books, manuscripts, fine art, works on paper etc. – as well as and digital collections. S/he will also serve as the OSGF Library's contact for cataloging inquiries and database maintenance issues. The goal of this new position is to support the mission of the Oak Spring Garden Foundation by transforming an exquisite and well managed library into an even more effective research resource for scholars, artists, and other researchers. The Metadata Librarian & Special Collections Cataloger will report to the Head Librarian, with oversight from the OSGF President.

### Specific Duties and Responsibilities –

- Work closely with the Head Librarian and participate in the development and implementation of metadata schemas and mapping.
- Manage access to and display of metadata in the library's Sirsi/Dynix EOS catalog.
- Apply knowledge of metadata, taxonomies, and technical expertise to incorporate new content into EOS and make improvements to existing content. Tasks will include description of materials, transformation of metadata, and reviewing the work

of contributors to ensure that it adheres to relevant standards and procedures.

- Review and enhance as needed, cataloging of OSGF collections, including integrating resources, e-books, electronic journals, and licensed databases, according to established standards and national and local best practices. Perform complex copy or original cataloging for resource titles as needed.
- Manage the metadata for the Libraries' diverse collection resources.
- Manage the EOS Catalog. Use data-loading tools and batch processes and manage, prepare, and facilitate the loading of record sets into EOS, as well as perform bibliographic record maintenance and authority control.
- Serve as a contact for questions regarding access to OSGF Library resources.
- Manage the troubleshooting and resolution of access issues to content in consultation with other library staff as needed.
- Collect, analyze, and maintain data to support cataloging and metadata activities and access.
- Keep abreast of developments in cataloging standards and trends, applying new rules, interpretations, and techniques as appropriate.
- Contribute to the library profession through service, research, publishing, and/or teaching.
- Contribute to the stewardship and other activities of the OSGF Library.
- Represent the OSGF Library in inter-institutional initiatives.
- Additional job duties as assigned based on individual knowledge, skills, and abilities.

#### **Required Qualifications –**

- Education: ALA-accredited Master's degree in Library and Information Science.
- Three or more years of related library experience and demonstrated interest in professional development that will enhance the candidate's value to the Library or the scholarly community.
- Experience in cataloging rare books and manuscripts,
- Knowledge of issues related to electronic resources cataloging.
- Knowledge of RDA, LC-PCC PS, LCC, LCSH, LCGFT, LCDGT, LCMP, and MARC21 formats, and familiarity with authority control and AACR2.
- Knowledge of the image and presentation APIs of the IIIF.
- Excellent written and oral communication skills.
- Demonstrated ability to work in a team-based setting where consultation, flexibility, collaboration, and cooperation are essential.
- Commitment to diversity, equity, access and inclusion in the workplace or community.
- Demonstrated understanding of the mission of the OSGF Library.

## **Desired Qualifications –**

- Interest in the contemporary and historical literature relating to plants, gardens and landscapes.
- Recent experience cataloging electronic resources.
- Experience with the systems and tools used in the OSGF Library.
- Experience with XML and XSLT.
- Experience with non-MARC metadata formats including Qualified DC, MODS, or EAD.
- Familiarity with OCLC's Collection Manager and Record Manager programs.
- Bibliographic knowledge of one or more languages in addition to English.
- Experience with botanical, landscape design, or horticultural collections.

**Key Characteristics of the Successful Candidate** - The successful candidate will be a dependable, motivated and collaborative team player, with the ability to self-organize while working independently and also as a part of a team. Excellent time-management, communication, community building and organizational skills are required, including the ability to concentrate on critical tasks for long periods of time without being distracted.

**To Apply** - Please submit the following to the Oak Spring Garden Foundation at [HR@osgf.org](mailto:HR@osgf.org). Please include “Metadata Librarian” and your name in the subject line.

1. **Current resume** outlining relevant experience, and
2. **Cover letter** that clearly addresses how you meet the listed required and desired qualifications of this position.

Up to 3 professional references will be requested at a later step in the recruitment process.

OSGF will be filling this position in the salary range of \$55,000-\$64,000 with excellent benefits.

Successful candidates will be subject to degree verification and a criminal background check. S/he must be able to legally work in the United States and have a valid US driving license.

*Review of applications will begin on Monday July 10<sup>th</sup> 2023, and will continue on a rolling basis until the position is filled. This request for applications may be removed from posting and filled any time after the original posting period has ended.*

**Start Date** - We anticipate filling this position in time for a start date in late summer or fall 2023, but we have flexibility to adjust the timing to suit the availability and needs of the successful applicant.

### **The Oak Spring Garden Foundation**

The Oak Spring Garden Foundation (OSGF) is a 501(c)3 private operating foundation based in Upperville, Virginia, about one hour to the west of Washington DC. Its mission is to perpetuate and share Rachel Lambert Mellon's home, garden, estate and Library to serve the public interest by inspiring and facilitating scholarship and public dialogue on the history and future of plants, including the culture of gardens and landscapes and the

importance of plants for human well-being. Many OSGF programs, which include residencies for artists and scholars, as well as a variety of residential and one day short courses and workshops, draw on the resources of the Library. OSGF also manages 700 acres for plant and animal diversity and supports a productive biocultural conservation farm (BCCF) that provides food to local foodbanks and participants in OSGF programs. OSGF has also embarked on the development of an arboretum. For additional information, please visit [www.osgf.org](http://www.osgf.org).

**Working Conditions** - Position will be mainly desk work with normal library operations including going up and down stairs and accessing collections on high shelves. The ability to lift at least 25 pounds is required. The Library is set in rural landscape so the successful candidate must be comfortable walking among buildings on the site in varied weather conditions.

**Working at the Oak Spring Garden Foundation** - The Oak Spring Garden Library is set a landscape of tranquil beauty, which we encourage our employees to enjoy. The OSGF staff of slightly more than 60 individuals includes several teams working on biodiversity, the arboretum and landscape, the garden, the biocultural conservation farm, programs, communications, security, facilities and infrastructure and management and administration. Some of our employees live in Warrenton or Front Royal. Others live in the western suburbs of Washington DC and have a reverse commute. Others have found rental and other accommodation in the surrounding area. We may be able to provide transitional on-site housing for the successful candidate. OSGF is a unique institution working in an extraordinarily beautiful location that is rich in history and interest. The team is highly collegial with a mix of long serving employees who worked closely with Mr. and Mrs. Mellon, and more recently recruited team members who have joined since the death of Mrs. Mellon in 2014. Together the current team is helping to define and execute an exciting new mission for the Oak Spring Foundation that will establish its direction far into the future.

*Oak Spring Garden Foundation is an equal opportunity employer and will not allow discrimination based upon age, ancestry, disability, gender identity, national or ethnic origin, race, religious belief, sex, sexual orientation, marital status, political belief, or veteran status.*