Zahnow Library Metadata and Catalog Unit Duties and Goals

SVSU Strategic Plan ACRL Standards for Libraries in Higher Education

Below are listed the permanent duties for the Metadata and Cataloging Unit. All have been mapped to the matching SVSU Strategic Plan goals and ACRL Standards. All duties support HLC Accreditation Criterion 3.D.4 and 3.D.5.

1. Perform high quality original and/or copy cataloging on all incoming print and electronic books, e-journals, media, and capstones/theses. *SVSU SP Goals 1.3a, 2.1, 4.3; ACRL Standard 4.1-4.4*
   - We provide more accurate and customized bibliographic information than outsourced content.
   - We provide more bibliographic information per item than outsourced content.
   - We monitor search terms, comments from students and other librarians, and other data to adjust vocabulary and other bibliographic information to better serve the students, faculty, and staff.
   - We stay abreast of the latest developments in the field to facilitate a smooth transition of cataloging practice for library users.

2. Generate high quality original metadata for digital collections for use in digital archives. *SVSU SP Goals 3.1, 4.3, 5; ACRL Standards 4.1-4.4, 5.2-5.4, 5.6*
   - We provide accurate and thorough description of all items.
   - We ensure the digital content is accessible to all by translating content not in English, and by transcribing handwritten documents.
   - We provide contextual references for digital collection items.
   - We promote SVSU to the wider local and global community using our metadata work.

3. Maintain the quality of the content (encompassing all content produced locally and by third party vendors) that is discoverable and accessible via the Zahnow Library online catalog. *SVSU SP Goals 1.5.d, 3.1, 4.3, 5.1; ACRL Standards 2.5, 4.4, 5.4, 5.6*
   - We continually upgrade legacy bibliographic data to current national and international standards.
   - We notify third-party vendors of issues with their metadata and ensure the errors are corrected in our systems.
   - We continually examine random samples of bibliographic data for compliance with national and international standards.
   - We provide recommendations to decision makers regarding the quality of the metadata content provided by vendors.
   - We actively find and execute methods to provide more detailed description of items in the library.

4. Assist in the maintenance and structural integrity of the library software and hardware systems that support academic research at SVSU. *SVSU SP Goal 1.5.d, 2.1, 3.1, 4.1-4.4; ACRL Standard 4.5*
   - We assist the Library Technology Specialist in the monitoring and maintenance of hardware systems and software systems to provide continual access to resources.
   - We respond immediately to reported issues with all facets of library technology.
   - We attend professional development opportunities to gain more knowledge of the library technology systems.
   - We notify IT of issues with which their help is needed for rectification.
   - We work with vendors to resolve access and maintenance issues.
   - We monitor federal and international privacy laws and standards for compliance with our systems containing personal information.