Want to be a Cataloging Manager?

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Presenters

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Outline

- Purpose

- Method

- Traditional Responsibilities

- Emerging Responsibilities

- Changing Qualifications and Desired Skills

- Promoting Diversity, Equity, and Inclusion

Purpose

- Determine employers' current expectations of cataloging managers in academic libraries

- Examine how these expectations have changed since 2008, when the most recent study on this topic was published

  - Zhu, L. (2008). Head of cataloging positions in academic libraries: An analysis of job advertisements. Technical Services Quarterly, 25(4), 49-70. https://doi.org/10.1080/07317130802128072

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Method

- Followed research design of the 2008 study

- Position titles
    - Head/Coordinator of Cataloging and Metadata Services
    - Head/Director of Metadata Services/Management
    - Head/Coordinator of Cataloging/Cataloging Services
    - Head/Director/Coordinator of Technical Services
    - Head of Technical Services and Acquisitions
    - Manager of Monographic Cataloging Latin Script Unit
    - Administrator of Cataloging/Systems
    - Director of Content Management
    - Head of Metadata and Discovery
    - Metadata and Content Services Department Head

Method

- Searched specific listservs for cataloging management positions posted between 2015 and 2020

- Original set of 61 was reviewed for responsibilities, then deduped to 29

- Univariate content analysis

- Variables of interest included: title, responsibilities, desired work experience and degrees required, and minimum and preferred qualifications

Traditional Responsibilities

- Hiring and supervising catalogers

- Developing and implementing cataloging policies

- Performing original and complex copy cataloging

- Staying on top of trends

Emerging Responsibilities

- Represent the library in local/national groups
- System-wide planning/policy decisions
- Working with vendors
- Reference duties
- Academic department liaison
- Providing leadership for selecting and handling digital resources
- Enhancing the discovery of materials
- Statistics/reports
- Participate in disaster recovery efforts

Changing Qualifications

- Education: ALA-Accredited Master's degree in Library/Info Science
  - Trending towards a combination of education and experience??

- Cataloging/Technical Services Experience: 2-3 years

- Management Experience: average of 2-3 years

Desired Skills

- Work with diverse groups
- Collaboration
- Negotiation
- Program assessment
- Flexibility
- Analytical skills

- RDA/BIBFRAME/linked data
- Batch loading
- Automated web tools
- Coding
- Institutional repositories
- Discovery systems

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Random Skills

- "Ability to recommend solutions in areas not under direct supervision"

- "General understanding of the external environment and how it affects academia in general and [school] in particular, including political, legal, environmental, educational, financial and social influences"

- "Extensive functional knowledge and expertise in all aspects of own and related areas of [school], and pertinent interdependencies"

DEI-related Qualifications

- Ability to use knowledge, experience, awareness, and skills to advance [school's] commitment to diversity and inclusion, and to engage effectively with a broad spectrum of culturally diverse groups

- Demonstrated commitment to diversity and understanding of the contributions a diverse workforce brings to the workplace

- Embraces and employs the diversity of individuals, cultures, values, ideas and communication styles in the achievement of common goals

- Models inclusive excellence through specific actions that support the college's diversity goals in the recruitment, hiring, and retention of talented and diverse faculty and staff

Writing Job Advertisements
to Promote Diversity, Equity, and Inclusion

- Use inclusive, gender-neutral language

- Limit the required qualifications to those that are truly necessary

- Require a commitment to promoting DEI

- Include your Library's diversity statement

- Include a link to your institution's benefits guide

References

Brannon, S., Sassen, C., & Yanowski, K. (2022). Roles and responsibilities of cataloging managers: An updated study of job advertisements. *Technical Services Quarterly, 39*(1), 17-36. https://doi.org/10.1080/07317131.2021.2011144

Zhu, L. (2008). Head of cataloging positions in academic libraries: An analysis of job advertisements. *Technical Services Quarterly, 25*(4), 49-70. https://doi.org/10.1080/07317130802128072

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Thank You!

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