WHAT YOU KNOW AND WHAT YOU DON’T
NEW CATALOGERS AND METADATA JOB SEEKERS ENTERING THE CURRENT
LIBRARY WORKFORCE. THE GAP BETWEEN THE LEARNING/TRAINING COMBO
AND ON-THE-JOB EXPECTATIONS.

by Anita Kazmierczak, Head of Bibliographic Control Section, National Library Service for the Blind and Print Disabled, Library of Congress, March, 2024
The ongoing struggle is how to break into the library system as a beginner cataloger or metadata specialist. What do candidates need besides appropriate on-the-paper qualifications? This presentation will highlight the difference between job requirements and job expectations, and why is so hard for many to secure their first job in the library.
WHAT DO YOU KNOW? TEST YOURSELF!

The Adventures of Sherlock Holmes

Doyle, Arthur Conan.


307 p.
First Edition, Second State, with "if he had" (instead of "if had") on pg.65, line 4

TEST
WHAT DO YOU LEARN IN SCHOOL?

ILS TRAINING – Core and recommended

Core: LIS 4010: Organization of Information *UoD
Core: LIS 4040: Management of Information Organizations *UoD
Core: LIS 4070: Cataloging & Classification *UoD,
Core: LIS 512 Introduction to Knowledge Organization *LIU

Rec. LSC 615: Metadata *CUoA
Rec: LSC 606: Cataloging and Classification *CUoA
Rec: LSC 616: Knowledge Organization Systems *CUoA
INLS 721: Cataloging Theory and Practice *UNC

LIS 415 – Information Organization *SU
LIS 417 – Subject Cataloging and Classification #SU
LIS 416 – Descriptive Cataloging (formerly LIS 532A) *SU
LIS 445 – Metadata (formerly LIS 531S), *SU
LIS 7004 Management of Information Organizations, LSU
LIS 7010 Organization of Information, LSU
LIS 7608 Introduction to Cataloging and Classification, LSU
LIS 7609 Advanced Cataloging and Classification, LSU

*University of Denver, *Catholic University of America, *Long Island University, *UNC Chapel Hill, *Simmons University
LIBRARY SCHOOLS CATALOGING AND METADATA COURSES
2023/2024 SEMESTER

• https://www.liu.edu/post/academics/college-of-education-information-and-
technology/palmer-school-of-library-information-science/academic-programs
  (LIU)
• https://sil.sils.unc.edu/courses (UNC)
• https://lis.catholic.edu/academics/courses-of-study/organization-of-
  information/index.html (CUoA)
• https://morgridgeonline.du.edu/online-mlis-program/curriculum/sample-
schedules (UoD)
• https://internal.simmons.edu/students/academics/slis/current/courses/course-
descriptions (SU)
• https://catalog.pratt.edu/graduate/information/library-information-
science/#yearlyplanofstudytext (PRATT)
• https://www.lsu.edu/chse/sis/courses-focus-areas/grad-course-descriptions.php
  (LSU)

NO practicum. NO practicum. NO practicum. NO practicum. NO practicum.
WHAT DO THE JOB ADS ASK FOR?
“Performs original and copy cataloging for monographs, serials, and standing orders, resolving complex problems related to bibliographic records”

“Contributes to copy cataloging of print monographs”

“Authority Work: Verify the correctness of access points, ensuring they are properly assigned and constructed according to Library of Congress Subject Headings and Library of Congress Name Authority File.”

“Corrects data errors in bibliographic, holding, and item records”

“Document the assigning of metadata, using metadata maps, local authority records, etc.”

“Monitors catalog cleanup with changes in catalog standards & system upgrades”

“Identifies and utilizes alternative data sources to enhance or generate discovery metadata”

“Streamlines process for metadata cleanup and provides support for remediation tools”

“Assists in the maintenance & operation of the library's automation system for bibliographic control”

“Performs bulk exports and imports of bibliographic records and authority files”
## WHAT DO LIBRARIES LOOK FOR?

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<tr>
<th>Cataloger</th>
<th>Metadata</th>
<th>CAT/MET Hybrid</th>
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<tr>
<td>Cataloging Marc/Bibframe</td>
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<td>Cat. standards</td>
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<td>MarcEdit</td>
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<td>MS Access, OpenRefine, Python</td>
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<tr>
<td>Bulk Import/Export</td>
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Library School degree or years of work in technical services - not just a library! Cataloging or acquisitions department to show practical skills and **hands-on experience**.

Theoretical knowledge is great but without **practicum** and hands-on **internship** is seen as superficial and simply not enough. Any experience will overshadow theoretical courses. **Library schools** must introduce practical courses to teach skills not to describe them.

A **focused path** is key to success and obtaining the job that will lead to a successful and fulfilling career because being a cataloger is very rarely an “accidental” choice in librarianship.

Pick the **right library** for you: public, academic, museum, law, or special. Library size and patron profile are important too. The more focused you are more successful you will be. Having a **preference** is a good thing.
CURRENT AVAILABLE INTERNSHIPS

The Ohio State University
Metadata Student Assistant

NARA Voluntary Internship Program

Library of Congress Internships and Fellowships

Library of Congress

2024 Inclusive Cataloging Graduate Summer Internship

Emory Libraries

Cataloging Intern

Hagley Museum and Library

Hagley

Columbia University Libraries

Internship Program in Primary Sources
HOW DO YOU PREPARE TO APPLY FOR THE JOB?

1. Pick your path, cataloger, or metadata specialist, don’t try to do ALL, master one skill and grow from it

2. Take all ILS cataloging courses and additional online training (Library Juice, ALA, LC, etc.)

3. Pick an internship in the chosen path (hands-on experience is key to mastering the skill)

4. Join a program or pick a mentor (mentoring programs, ALA, LC, etc.)

5. Volunteer in the technical services (learn basics and simple skills to build on it)

6. First target entry positions, including part-time, if the job requirements or description contains skills you don’t know, you are not qualified.

7. Cataloging and metadata positions heavily rely on "previous experience" at the end, which will determine the finalist for the job. Gather the experience.

8. Visit the library catalog of the institution you are applying to and learn about the bibliographic and metadata culture and appearances. Know your institution.
How to study for success
1049
How to study for success/by Vincent E.
Unegbu.- Ilishan Remo, Ogun state, Nigeria: Eze &
Bross Prints, 2013.
v,131p.; 20cm, Pbc
Includes: Index

1. Study 2. Success
ii. Title  ii. Author
TEST YOURSELF BEFORE APPLYING

Grisham, John
The firm / John Grisham. 1st. ed.
421p. ; 24 cm.

2. Organized crime--Fiction.
McElderry book of Greek myths, The

AUTHOR: Kimmel, Eric A.

SUBJECT: Mythology, Greek—Juvenile literature.

xi, 96 p. : col. ill. ; 28 cm.
ISBN 1416915346 (hardcover)
THANK YOU

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