1 SAMPLE Faculty Development Plan

1.1 Self-assessment

1.1.1 Academic and professional background

- Bachelor of Science in Geography, *Brigham Young University*, August 2007
- Master of Library and Information Science, *San Jose State University*, December 2016
- Software Tester, *esri*, 2007-2010
- Geodata Manager, *Tetra Tech/Critigen*, 2010-2014
- Web Developer, *Harold B. Lee Library*, 2014-2018
- Metadata and Identities Librarian, *Harold B. Lee Library*, 2019-present

1.1.2 Skills and competencies

My background, experience, and skills place me at the intersection of information technology (IT) and library and information science. Standing at this intersection allows me to see the best of both of these domains and how I can serve the Harold B. Lee Library, Brigham Young University, and The Church of Jesus Christ of Latter-day Saints.

My skills and compentencies in the world of IT are as follows:

1. I am a self-taught computer programmer with extensive experience automating routine tasks.
2. I have extensive work with geospatial and library metadata.
3. I have working knowledge of the following computer programming technologies:
    - Python
    - HTML
    - CSS
    - Javascript
    - XML
    - XSLT
    - RDF
    - git
    - ssh
    - bash
4. I have experience with library information technology having worked for four years on the HBLL's web development team.
5. I have experience understanding, troubleshooting, and solving technical problems.
6. I have experience creating technical solutions that solve problems and improve workflow efficiencies.

My skills and compentencies in the world of library and information science are as follows:

1. I received NACO training.
2. I took on the role of NACO coordinator at the HBLL.
3. I understand linked data and semantic web fundamentals.
4. I have a working knowledge of the following library metadata standards:
   - MARC
   - DC
   - RDA
   - EAD
   - BIBFRAME
5. I have experience running library meetings.
6. I have experience giving instruction and presenting on issues related to library and information science in the following settings:
   - LIT Forums
   - ULA poster sessions
   - MLA presentation
   - RISM conference presentation
7. I currently lead the Metadata Management Committee (MMC).
8. I led a MMC sub-group on exploring linked data.
9. I have experience doing batch editing of metadata in various library systems.
10. I have experience with the following cataloging and metadata software tools:
    - SirsiDynix Workflows
    - OCLC Connexion
    - MarcEdit
    - OCLC Record Manager
    - CONTENTdm
    - Bepress/ScholarsArchive
    - ArchiveSpace
    - WorldCat
    - Cataloger's Desktop
    - Classification Web
11. I have a talent to find the bigger picture and see the work of metadata and cataloging in the context of the work performed at the HBLL, BYU, and the larger national cataloging and metadata community.
12. I can explain complex concepts and ideas in relatable ways.

I am highly enthusiastic for the purpose and role of libraries and library metadata and how information technology can benefit the work and role of the library. These skills and compentencies position me to be of service to the HBLL, BYU, and the larger academic library community.

1.1.3 Research interests

My research interests and opportunities connect closely with my roles as the Metadata and Identities Librarian. I want to research more about the future of authority control and its move towards entity or identity management. I have research interests in metadata governance. Understanding and establshing metadata governance is an essential step to lead the library towards the future of library metadata on the semantic web and implementing linked data solutions. Researching metadata governance includes researching metadata remediation, transformation, quality and assessment, and instruction. Research in these areas will lead to improvements in library metadata practices that benefit patrons and staff.

1.1.4 Citizenship opportunities

John Donne (1975) testified of our interconnectedness when he said, "No Man is an Iland, intire of it selfe; every man is a peece of the Continent, a part of the maine…Any Mans death diminishes me, because I am involved in Mankinde". As a faculty member citizenship opportunities provide me a way to be "involved with mankind"; to connect with others. I can connect with colleagues in my department, colleagues in the library, with the BYU community, and with my professional community and other professionals in my academic discipline. Establishing these connections and relationships makes me a better faculty member and gives me opportunities to serve and help others through my talents and abilities.

I have multiple citizenship opportunities in the university, library, and professional organization levels. I intend to attend weekly devotionals and forums, University Commencement, and the University Conference. I will also seek to attend lectures and colloquia by resident and visiting scholars. At the library level I will attend regular library meetings: Town meeting, forums, faculty candidate presentations, and lectures by my faculty colleagues and visiting scholars. I will regularly participate in library committees. I worked on the Scientific Merit Review task force and am a current member of the Scientific Merit review committee. I was a member of the Science and Engineering internal review committee. I was also a member of the search and screen committee for the Latin American cataloger position. I currently serve on the Scholarship and Creative Works committee. At a professional level I am currently serving as the Academic Section chair within ULA. I served twice on the LD4 Conference planning committee. I am a member of the OCLC Metadata Managers Focus Group and particpate in their biannual meetings. I am a mentoree of the ALCTS mentorship program to learn from the experience of another established professional within ALCTS. In the future I would like to seek out opportunities to serve on LC/PCC committees and other metadata standards committees.

1.1.5 Areas to develop

"A BYU education should be (1) spiritually strengthening, (2) intellectually enlarging, and (3) character building, leading to (4) lifelong learning and service" (BYU, 2020). My role as a faculty member of BYU requires a need to continually improve and seek to think, speak, and act in ways that lead to becoming the kind of professional that knows their role and

successfully performs that role for the benefit of colleagues, students, and other BYU faculty. I need to learn my job responsibilities and do them to the best of my ability.

My role includes leading the library towards the future of metadata and metadata management. I need to learn about our current methods, standards, procedures, and practices related to metadata creation and maintenance. I need to continue learning about linked data and the semantic web and how to transition from where we are now to where we and other academic institutions like BYU and the HBLL are going. I need to learn more about metadata governance and how to best implement this in the library as a means to transform current pracitices, standards, and procedures to new environments and new approaches. I need to continue growing in my role as NACO coordinator to provide regular training for staff in the HBLL. I need to learn present and future of identity management so that I can ensure entities are identified and disambiguated in our various library systems, metadata, and processes. I need to organize my professional assignment responsbilities so that I have a clear roadmap for which projects to pursue and finish. This includes learning to manage my time and prioritize projects and tasks. I am good at saying 'yes' to assignments and projects but am not as strong at saying 'no' (or at least clarify that I can't help now but can help at a specific time in the future) when I am already loaded with other commitments. Having a well defined roadmap for my work will provide a filter to determine essential functions to focus on. I need to develop in areas of scholarship and professional development. I lack understanding the research methods and landscape of scholarship related to my discipline. I need to consistently read professional literature related to my research interests that flow out of my job assignment. With a weak background in scholarship I need to consistently write to contribute towards increasing scholarly output.

1.2 Goals

The following goals are aimed to fulfill my various responsibilities.

1.2.1 Professional assignment

My role as the Metadata Librarian involves multiple efforts centered around leading the library in assessing, evalutating, developing, and implementing metadata standards, schemas, and ontologies. As the Metadata Librarian I will lead activities related to the library's move to the semantic web and adopting the use of linked data.

1.2.1.1 Metadata Roadmap

I will develop a metadata roadmap to lead the library in this transition. This roadmap will consist of the following areas:

1.2.1.1.1 Assessment

Assessment refers to defining and documenting the roles, metadata, systems, and processes related to metadta creation, maintenance, and sharing. This area identifies collections of metadata in the library and the roles and stewardships related to this metadata. This also includes efforts to evaluate the quality of metadata in existing library

systems. This assessment will result in creating a *State of the Metadata* report that will be shared with the library yearly.

1.2.1.1.2 Remediation

Remediation refers to automatic and manual updating and improving existing metadata so that resource description is accurate and consistent. This includes responding to and resolving patron-reported metadata issues as well as engaging in projects to update and fix issues with our metadata identified during assessment that will improve access and discoverability.

1.2.1.1.3 Enrichment

Enrichment refers to enhancing existing metadata so that the metadata is complete and has relationships and links to other entites and sources. I will identify tools, methods, and data sources to enrich our metadata in preparation for conversion into a linked data envrionment.

1.2.1.1.4 Conversion

Conversion refers to the process of converting existing metadata from their various schemas and systems to RDF triple statements. I will develop a MARC to RDF conversion process and setup a database for storing and using converted metadata.

1.2.1.1.5 Publication

Publication refers to exposing the converted RDF metadata on the World Wide Web for other institutions, organizations, and consortia to use. I will enable the querying and discoverability of our RDF-converted metadata.

1.2.1.1.6 Education

Education refers to training, exploring, and documenting what we know and what we need to learn as we make this transition with our metadata. I will develop a metadata lab to experiment with semantic web and linked data technologies. I will participate in pilot projects with other academic institutions and orgainzations looking at the future of metadata and cataloging (e.g. PCC URIs in MARC, PCC Wikidata pilot, OCLC Entity Management System). I will develop training and documentation to teach library colleagues in working with these new technologies, processes, and environments. I will work with the library instruction department to develop modules and training that better emphasize the role of metadata in search and discovery as well as find ways the instruction can inform the metadata creation process.

1.2.1.2 Metadata Liaison

I will collaborate and coordinate with other library departments (e.g. materials acquisitions, circulation, LIS) on metadata-related issues. I will take the lead in maintaining our ILS metadata configurations and indexes so that we are following the latest versions of metadata standards and schemas in our ILS. I will participate in committees related to my

professional assignment as invited (e.g. Metadata Management Committee, ArchivesSpace Management Committee, Digital Collections System Management Committee).

1.2.1.3   Authority Metadata

My role as the Identities Librarian includes fulfilling my stewardship over the authorities metadata in various library systems and participating in the Name Authority Cooperative (NACO) Program of the Program for Cooperative Cataloging (PCC). As the Identities Librarian I will ensure that authorities submitted for processing via NACO are processed daily. I will monthly record and submit statistics for the NACO, BIBCO, SACO, and CONSER programs. I will provide training to the department on submitting name and series authority records via NACO so that the department is regularly trained in NACO/PCC principles and practices. I will work with stewards of metadata in library systems (e.g. Symphony, CONTENTdm, ArchivesSpace, Aeon, ScholarsArchive) to ensure authority entities are sychronized regularly. I will participate in relevant NACO/PCC pilot projects that look to the future of authority control in a linked data environment (e.g. PCC URIs in MARC, OCLC entity management system, PCC identifiers in Wikidata).

1.2.2   Citizenship

I want to meaningfully contribute to my profession by service to my library, the university community, and the larger professional library community. I want to move from occupying a seat on a committee to active participation that uplifts the committee and its members and nourishes my own learning and development. For each committee I serve on I will keep track of my purpose, contributions, and lessons learned from serving on the committee.

1.2.3   Scholarship

I want to engage in scholarship that is an outgrowth of my professional assignment. To engage in scholarship and creative works that contributes to my profession I will publish three scholarly articles before my sixth-year review. To help achieve this goal I plan to write for at least 15 minutes daily and read scholarly materials for at least 15 minutes each day. This writing and reading will be deliberately connected to my current job assignment and scholarship efforts.

1.3   Department and University Needs

I strive to ensure my behavior in the department, library, and university reflects "honor, integrity, collegiality, civility, respect, concern for others, adherence to the university Church Educational System Honor Code, and observance of university policies" (RSP 3.2.2.C). Elder Richard G. Scott (1993) stated a core principle of metadata when he said: "Knowledge carefully recorded is knowledge available in time of need" (p. 120). I am motivated to engage in activities within my stewardships of scholarship, citizenship, and librarianship that support the library's metadata creation, curation, and maintenance so that library resources and materials are available and discoverable by faculty, students, and staff in time of need.

1.4   Resources

To accomplish my goals I will need the support and help of my department chair and division AUL. I will need the support and counsel of my faculty mentor and of colleagues in my department. I will need the support of library colleagues in other divisions and departments to collaborate and improve metadata and metadata creation processes in the library. I will need access to library systems and servers so the metadata in library systems can be assessed, remediated, enriched, converted, and published. I will need funds for travel to conferences and attending citizenship opportunities within professional associations.

1.5   Progress

The following is a description of my current progress within my professional assignment, citizenship, and scholarship.

1.5.1   Professional assignment

1.5.1.1   Assessment

I started documenting the roles, metadata, systems, and processes related to meatdata creation, maintenance, and sharing. I worked with colleagues in my department and from the Digital Lab to document the process of creating metadata associated with items scanned and loaded into the Internet Archive and CONTENTdm. I started creating an inventory of roles, library systems, metadata, and processed related to metadata creation, maintenance, and sharing. I began work to understand the reports and loads that are performed on metadata in our ILS and other library systems with 3rd-party vendors and organizations (e.g. OCLC, Backstage, SirsiDynix, e-book and other e-resources).

1.5.1.2   Remediation

I batch edited multiple MARC records for well defined changes as determined by my cataloging colleagues. I identified MARC records for Electronic Theses and Dissertations (ETD) that had broken web links and helped determine the proper solution. I gained access to BlueCloud Analytics, a reporting system for the ILS. I use this report system to run various reports for metadata assessment and remediation efforts. I am working on a project to correct genre terms being used as subject headings in MARC records for music items and to add in music performance terms. This project relies on the use of a standalone cataloging tool for batch processing our MARC records. I learned how to use MarcEdit for editing, transforming, and assessing MARC records from our ILS. I learned the appropriate way to export and load records in batch to our ILS. I started a project with the Technical Services Archivist to assess and evaluate authority-like entities and terms used in the archival manuscript system (ArchivesSpace).

1.5.1.3   Enrichment

I discussed with the lead developer for our library discovery system about enrichments made to metadata when it is harvested into the discovery system. I am learning about

possible enrichments and additional data sources to include in our metadata (e.g. URIs from sources like Wikidata or VIAF, DOIs for use with metadata associated with items in our institutional respository (ScholarsArchive)).

1.5.1.4 Conversion

I lead a sub-group to the Metadata Management Committee exploring MARC and BIBFRAME in preparation for converting records to the BIBFRAME schema.

1.5.1.5 Publication

I obtained access to a server for experimenting with RDF and RDF triple stores (i.e. databases designed to store linked data). I worked with LIT to install this database software.

1.5.1.6 Education

I presented to various library audiences on the basics of MARC cataloging, linked data, and batch editing MARC records. I joined the PCC URI MARC pilot project. I joined the OCLC Entity Management infrastructure initiative to further explore and learn what we need to know to transition to a linked data environment. I reached out to the Library Instruction unit to explore how and understanding of metadata and cataloging informs library instruction and how library instruction informs metadata and cataloging. I sat in on some library instruction sessions to understand what is taught about the library catalog and discovery system. I attend webinars and conferences related to library metadata and a linked data environment.

I established a weekly coordination meeting with the LIS team where we plan and discuss shared projects. I met with other departments in the library to initiate conversations about their use of and needs for metadata (e.g. serials, circulation, LIT, library instruction, digital preservation). I learned the process for updating the MARC configuration settings in the library's ILS. I engage in projects initiated on the Metadata Management Committee. These projects include testing the ArchivesSpace public user interface (PUI), evaluating the use of DOIs for ETDs, and developing a process for batch loading publications from BYU faculty sourced from the faculty profile system.

I received training in NACO authority record creation and processing. I daily process submitted authority records. I track and report the monthly statistics for the NACO/PCC program.

1.5.2 Citizenship

I attend university events including devotionals, University Commencement, and University Conference. I also attend meetings related to visiting scholars and colloquia. I attend library meetings including Town Meeting, Forums, and Visiting scholars.

The following is a list of my participation in library committees and task forces:

- Scholarship and Creative Works committee, 2019-Present

- Scientific Merit Review committee, 2019-Present
- Search and Screen committee for Head of LIT position, 2020
- Search and Screen committee for Latin American cataloger position, 2020
- Science and Engineering Internal Review committee, 2020
- Scientific Merit Review task force, 2019

The following is a list of my participation in professional organizations and committees:

- ALCTS Mentorship program mentoree, 2020-Present
- OCLC Metadata Managers Focus Group, 2019-Present
- ULA, Academic section chair, 2019-2020
- LD4 Conference planning committee, 2019/2020

1.5.3   Scholarship

I presented at three library Library and Information Technology (LIT) Forums covering an introduction to linked data and batch editing MARC metadata. I co-presented a poster at the 2019 Utah Library Association (ULA) conference that examined the role of authority control in archives and libraries. I co-presented with a department colleague at the Music OCLC Users Group (MOUG) meeting of the Music Library Association (MLA) conference about our current progress extracting music genre and performance terms from terms entered in subject heading fields. I co-presented with library colleagues about issues related to music works in bibliographic metadata. I am currently writing two papers with library colleagues. One paper gives an introduction to Authority Control. The other paper provides details of metadata-related work performed in relation to a music exhibit developed showcasing the library's vinyl LP collection.

1.6   References

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