Job Descriptions

DIGITIZATION LIBRARIAN & ASSOCIATE PROFESSOR
DALEY LIBRARY

The Digitization Librarian is responsible for managing and administering the Digital Programs Department, and is responsible for overseeing the development, operation, and implementation of digital imaging and photo services for the University Library. As a department head, the Digitization Librarian participates in the Library's general administrative processes and long-range planning activities. The position manages a number of direct reports including 3 FTE academic employees, 1 academic hourly employee, and 1 student employee. The position reports to the Assistant University Librarian for Information Technology.

Specific duties and responsibilities include:
o   overall supervision of departmental staff and services;
o   identification and implementation of continual improvements and efficiencies within the Department, its staff, and services through systematic planning, training, statistical analyses, and evaluation;
o   implementation of policy decisions and interpretation of library digitization rules and regulations to departmental staff and the campus community;
o   assessment of services and products related to digitization work, both as the Library may provide them and as the Library may purchase them;
o   coordination of the Library's digitization programs, policies, and procedures with other Library units;
o   representation of the Department in Steering Committee and in other library taskforces and committees with responsibility for discussion and formulation of library policy;

UIC librarians have faculty status and are expected to conduct research, publish and contribute to professional organizations.

MINIMUM QUALIFICATIONS:
Master's degree in Library Science from an ALA-accredited program; eight years of professional library experience or equivalent professional experience with increasing administrative responsibility; familiarity with academic environment, especially that of a large research institution; experience at providing public service in libraries, including reference assistance and user instruction; knowledge of and experience with the principles and practices of access services in an academic library setting.
Knowledge of and experience with the principles and practices of academic library services and administration, including service objectives, organization and procedures; principles and practices of budget development and administration; principles and practices of effective employee supervision, including selection, training, work evaluation and discipline.
Ability to plan, organize, assign, direct, and review the work of assigned professional, technical and support staff; select, motivate and evaluate staff and provide for their training and development; analyze complex administrative problems, evaluate alternatives, and recommend effective courses of action; prepare clear and concise written reports, correspondence, and outreach and informational materials; establish and maintain effective working relations with a variety of individuals and groups, including library staff, patrons, common groups and service providers, including making verbal presentations.
Knowledge of and experience with digital collection management and presentation softwares and systems, especially CONTENTdm; experience using image manipulation software;

experience using optical character recognition (OCR) software; knowledge of and experience working with metadata schema; understanding of principles and practices of scholarly communication initiatives and tools such as institutional repositories and data management; familiarity with tools and initiatives in digital resource management such as DRAMBORA, IRODs; willingness to keep current with library developments in digitization, digital libraries, and data management by attending conferences, workshops, seminars, and reading professional literature; experience developing grant ideas, writing grant proposals, and managing grant-funded initiatives; ability to develop and work on collaborative initiatives within the library, with other campus units, and with external organizations.

Ability to meet the University standards in research, publication, librarianship, and professional service commensurate with tenure (associate professor rank).

ADDITIONAL DESIRABLE QUALIFICATIONS:

The ability to work flexible hours.

SALARY/RANK/CONTRACT:

The Digitization Librarian is a department head with tenured (associate professor) rank. Salary dependent upon qualifications and experience; entry level faculty appointments begin at $47,000; faculty status; twelve month appointment with 24 days vacation; 12 days annual sick leave with additional disability benefits; 11 paid holidays; paid medical insurance (contribution based on annual salary; coverage for dependents may be purchased); two dental plans available; life insurance paid for by the State; participation in one of the retirement options of the State Universities Retirement System compulsory (8% of salary is withheld and is tax exempt until withdrawal); no Social Security coverage but Medicare payment required; physical examination at University Health Service is required upon appointment. The University of Illinois at Chicago Library serves a multi-site urban research university of approximately 25,000 FTE students.

University Library, University of Michigan
Digital Preservation Librarian

Description of Duties
Under the general supervision of the Head of Preservation & Conservation, the Digital Preservation Librarian will:

45% 1. Advise library staff and digital content managers on all phases of the life cycle of digital content, with the aim of long-term retention and access. Assist in the ongoing development of requirements, specifications, and policies related to digital content the library solicits, accepts, purchases, or creates. Advise both library staff and external content creators on strategies and implementation of those specifications. Act on behalf of the library as a technical liaison on preservation issues to vendors providing digital materials and services.

25% 2. Research, plan, and develop an overarching digital preservation program for the University Library collections of value in a digital format. Review existing library practices, analyze and respond to needs. Support the development of the preservation program for the HathiTrust shared digital repository, along with other University Library digital object repositories. Develop and maintain disaster recovery planning and policy documents.

20% 3. Stay current on developing technologies, standards, and practice in preservation of digital collections and content, and recommend responses to these developments through summaries, reports, and revisions to policies and procedures. Represent the University Library in forums on digital preservation at the campus, national, and international level. Document happenings related to digital preservation at the University Library via scholarly papers and presentations. Participate in digital preservation research projects at the University and elsewhere.

5% 4. Perform public outreach by creating guides and other informative materials, giving talks, and maintaining the Digital Preservation web site.

2.5% 5. Orient, train, and supervise interns or other temporary staff during their participation on relevant projects.

2.5% 6. Contribute to University Library and other University-associated committees and working groups.

Qualifications: ALA-accredited masters degree in library or information studies or equivalent advanced degree and experience. Demonstrated knowledge of the lifecycle management of digital material; an understanding of issues related to digital formats, media, and migration. Experience working in research collections (libraries, archives, museums, data centers), with a minimum of 2 years of progressive experience with digital resources.

Title: Digital Curation Librarian, Librarian I

Description: Reports to the Assistant Director for Digital Information. Working closely with staff in Digital and Multimedia Center, Library IT, Preservation, and other library units, as well as with partners at other institutions, the Digital Curation Librarian will:

- Plan, develop and provide leadership for a digital curation program for Library collections by reviewing existing library practices and analyzing needs and establishing policies and best practices for the long-term protection and access to digital materials, both created by or acquired for the library. Digital collections formats comprise text, image, audio-visual resources, and research data sets.
- Collaborate in planning, creating, and managing digital collections.
- Implement quality control procedures.
- Identify and collaborate with technical partners within the library, campus and consortial communities.
- Participate approximately quarter-time in a secondary assignment based on qualifications, interests and need; may include work in reference, instruction, cataloging, or collection development.
- Participate in professional development and research activities and serve on library and university committees as elected or assigned. Other appropriate duties as assigned.

Qualifications: Required: Master's degree from an ALA-accredited program; broad understanding of emerging trends in digital technologies; knowledge of digital preservation standards and best practices for a variety of formats; knowledge of standards-based metadata schema, such as XML, MODS, METS and PREMIS; excellent interpersonal, oral and written communication skills; ability to be flexible in a dynamic and changing environment; ability to work effectively with diverse faculty, students, and staff; ability to work independently and collaboratively; ability to prioritize and balance various unit needs; attention to detail. As librarians are appointed as regular faculty in the continuous appointment system, also required are preparation and commitment to conduct independent scholarship consistent with a librarian appointment; and capacity and commitment to engage independently in continuing professional development. **Preferred**: experience with HTML, CSS, XSL; familiarity with programming languages such as Java; experience with repository software technologies.

Campus and Libraries: Michigan State University Libraries serve more than 5,000 faculty and academic staff, 36,000 undergraduates and 10,000 graduate and professional students on a park-like campus of over 5,000 acres. The Main Library and 4 branch libraries have combined holdings of over 5 million volumes. East Lansing is a community of approximately 50,000 located adjacent to Lansing, the state capital.

Compensation: $46,000 minimum. MSU provides generous fringe benefits.

Closing Date: Applications received prior to, will receive priority consideration. Applications will be accepted until this position is filled.

Applications: Interested applicants should submit a letter of application, resume, and the names, addresses and e-mail addresses of three references to:
Apply by U.S. mail:

Colleen Hyslop
Michigan State University Libraries,
100 Library Department - Human Resources
East Lansing, MI 48824-1048
Apply by fax:
(517) 432-7398, attention Diane.
Apply by email:
mayers@mail.lib.msu.edu

Please include the position number from the top of the posting when applying.

For more information about Michigan State University Libraries, visit our website at: http://www2.lib.msu.edu/
Persons with disabilities have the right to request and receive reasonable accommodation
MSU is committed to achieving excellence through cultural diversity.
*The university actively encourages applications and/or nominations of women, persons of color, veterans and persons
with disabilities*
MSU is an affirmative action, equal opportunity employer

Digital Library Architect Job Description

The Division of Information Technology Services (ITS), Digital Library Architect provides vision for and directs the development of the specialized architecture for enterprise-level Content Stewardship services. An outcome of joint strategic planning conducted by Information Technology Services and the University Libraries (UL) in 2007/2008, the Content Stewardship program will meet extant and emerging digital content and asset management needs in areas such as digital library collections, scholarly communications, electronic record archiving, and e-science/e-research. Building on existing services and infrastructure, this program will put in place a cohesive and extensible suite of access, discovery, preservation, curation, security, repository, archival, and storage services. Initial applications for the Content Stewardship program include an electronic records repository, policy- and object-based storage infrastructure, and reassessment of the institutional ETD system. Reporting to the ITS Senior Director of Digital Library Technologies, this job will work closely with the University Libraries' Assistant Dean for Scholarly Communications, Assistant Dean for Technical Services, and the Head of the University Libraries' Information Technology Department. The Digital Library Architect can anticipate working across all functional areas of both ITS and the UL.

The University Libraries will shortly be seeking a Digital Collections Curator to support the Content Stewardship program; this new job will focus on digital collection and repository services management and will work closely with the Digital Library Architect. Lead the design and development of the specialized architecture for digital library applications, middleware, systems, and services. Develop, publish, and maintain a roadmap for service and infrastructure implementation. Collaborate on and contribute to strategic and tactical planning and implementation in the content stewardship domain. With ITS and UL leadership, develop a Content Stewardship governance model that is inclusive of stakeholder and user needs. Support existing content management policies, processes, and workflows, and contribute to the development of new ones. Collaborate on the development and administration of service and project portfolio management in the content stewardship domain. Work with existing digital library standing working groups and committees on the development and realization of common strategies, goals and work plans. Apply service management principles and processes in both the development and operation of Content Stewardship services. Collaborate on the development and promotion of best practices for content and data management. Track technology trends and standards evolution, and contribute to developments in this field. Engage in national and consortial efforts in the digital library domain, and seek mutually beneficial partnerships and collaborations with peer institutions and in the private sector. This job will be filled as a level 3 or level 4, depending upon the successful candidate's education and experience.

Minimum educational and work-related experience requirements are: Bachelor's degree in computer science plus four years of related experience or an equivalent combination of education and experience in IT or research library domain. Additional experience preferred. Excellent oral and written communication skills. Excellent analytical and organizational skills. Demonstrated ability to lead complex and cross-organizational projects and guide diverse constituents towards common goals. Demonstrated expertise in existing and emergent content and storage management standards and technologies. Demonstrated success in and commitment to process improvement and excellent customer service.

Digital Collections Curator   1

The Digital Collections Curator plays a key role in the further development of our electronic content stewardship and publishing programs. These programs will be developed through a strategic and dynamic partnership between the Penn State Libraries and Information Technology Services (ITS). The Digital Collections Curator will lead the Libraries' efforts to develop and plan user focused services that enable the effective creation, sharing, discovery, and use of digital content in support of research, teaching and learning. The Digital Collections Curator collaborates extensively with colleagues throughout the Libraries and ITS to achieve his or her objectives. The Curator will report to the Assistant Dean for Scholarly Communications who also oversees Digitization and Preservation, Scholarly Communications Services, and the Office of Digital Scholarly Publishing. This is a tenure line appointment.

Responsibilities will include:

- Lead development of an inclusive, user-focused agenda for digital scholarly content stewardship.
- Investigate, recommend, and develop plans for user-focused and repository- based services to effectively manage the sustainable creation, collection and distribution of high-value digital scholarly content.
- Manage a broad set of existing digital collections and repository content, including: reformatted materials (images, books, newspapers, manuscripts, etc), publication related content (journals, conference proceedings, monographs, hybrid formats, post & pre-prints, working papers, etc), as well as the potential and emerging needs for data collections in a wide array of disciplines.
- Research and develop in-depth knowledge of new and emerging technologies, relevant national standards, and best practices, in order to assess and promote their integration into local operations as appropriate.
- Serve on standing working groups and committees related to web functionality and digital content creation and management.
- Communicate effectively with internal stakeholders in the areas of collections & public services, technical services, information technologies, and scholarly communications.
- Promote and report on Penn State's activities through conference and workshop presentations, written publications.
- Represent Penn State in relevant professional contexts and engage with national and consortial peers to identify and/or carry out mutually beneficial partnerships.

Requirements

- Master's degree in library and/or information science, or advanced degree in relevant academic field.
- Should have 3 years work related to the creation, management, and provision of electronic data resources in a higher education environment.
- Should demonstrate strong organizational and/or process management abilities.
- Should demonstrate familiarity with developing trends in higher education information management, including, but not limited to: Cyberinfrastructure

development, data curation and preservation, electronic publishing, digital scholarship and non-traditional scholarly communications.

- Ability to lead and work collaboratively in an evolving and decentralized environment.
- Commitment to user focused design, development, and service provision.
- Communication skills that will support work with both technology experts and novices.
- Facility with common standards and practices in contemporary digital library management. Experience with XSLT, Perl or other scripting languages, and/or experience with major repository platforms is desirable.