

Position Descriptions

University of Chicago Library

Title: Preservation Reformatting Librarian
Department: Preservation Department
Division: Special Collections Research Center
Reports to: Preservation Librarian

Preservation Reformatting Summary

Preservation Reformatting, within the Preservation Department, encompasses the entire range of activities to review and convert library materials in a variety of formats to more stable and useable formats. This work is in support of the Library's mission to preserve and provide continued access to materials for the long-term.

The Preservation Reformatting Librarian is responsible for planning and managing the two aspects of Preservation Reformatting: Digital Reformatting Services and Replacement. Digital Reformatting Services converts library collections to digital formats. The goal is to systematically add content from the Library's collections to the digital resources available to users by digitally reformatting books and other materials that need to be preserved and made accessible on the Library's public Web site. Library materials from general and special collections are converted according to existing and emerging standards and guidelines, both in-house and by external vendors. Replacement work addresses the preservation needs of brittle and deteriorated items that are identified through use. Preservation options include the purchase of reprints, paper or microfilm replacements, and the preservation reformatting strategy of digitization with file or paper output. The Preservation Reformatting Librarian oversees the staff that search and prepare materials for replacement or conversion and Digital Reformatting Services that performs digital conversion.

The Preservation Reformatting Librarian works closely and collaboratively with the Special Collections Research Center staff on the digitization of special collections materials; with Collection Development librarians on the development of selection guidelines, and decision-making for reformatting and other preservation options; with Cataloging on metadata creation; and with the Digital Library Development Center (DLDC) to support web access, archiving, and overall digital library initiatives.

Major Duties and Responsibilities

Planning & Management: 50%

- Plan, develop, promote, and manage Preservation Reformatting
- Establish objectives for the Program, set priorities for activities performed in coordination with grant, department, and library goals
- Hire, train and supervise staff

- Oversee the technical aspects of digital conversion including image capture, and the recording of necessary technical and structural metadata, and staff performing quality control for this work
- Manage searching to support decision-making and the preparation of materials for reformatting
- Manage external contracts for conversion services
- Manage workflow needed to meet production benchmarks for program activities
- Ensure quality of work performed and products produced in-house or by external vendors
- Ensure that standards and best practices are used in digital reformatting, including the recording of technical and structural metadata
- Monitor grant and Preservation Reformatting budgets using various University and Library generated fiscal reports and local production figures
- Oversee print master microfilm storage and service

Collaborative Responsibilities: 25%

- Work in close collaboration with the Special Collections Research Center on grants, projects and other activities that involve the digitization of special collections materials
- Work closely with Collection Development to develop selection guidelines and procedures for preservation decision-making
- Participate in decision-making about technical and structural metadata needs for retrospectively digitized materials
- Work closely with Cataloging units and others to ensure metadata requirements are being met in the reformatting production work
- Work with the Digital Library Development Center (DLDC) on issues of in-process backup for digital production, server issues related to specialized file formats and archival storage
- Chair or participate in project working groups to monitor and coordinate work on digital projects
- Serve on committees such as the Retrospective Digitization Group addressing technical, management, and presentation and delivery issues towards developing the Library's retrospective digitization program, and the Digital Archiving Group addressing long-term maintenance of digital objects
- Assist as appropriate with broader preservation questions and concerns, especially relating to issues of reformatting and digitization

Other: 25%

- Provide leadership in developing web creation and access to Preservation Department public information
- Contribute to grant writing efforts in support of reformatting activities
- Keep informed of developments in the field of reformatting and digital archiving, via published literature and online sources, and through meetings and workshops as appropriate
- Assist with the broader Preservation Program as needed
- Participate in and contribute to national initiatives

8/4/05

The University of Chicago Library

Title: Digital Conversion Manager
Department: Preservation Department
Division: Special Collections Research Center
Reports to: Preservation Reformatting Librarian

General summary: Under the direction of the Preservation Reformatting Librarian, the Digital Conversion Manager is responsible for planning, managing, and documenting the digital conversion of library materials as part of Digital Reformatting Services. Materials for conversion include books and journals, bound and unbound manuscripts, archives, maps, photographs and other formats. The Manager trains and supervises staff to carry out conversion work. The Manager works in close cooperation with staff in the Preservation Department, the Special Collections Research Center, the Digital Library Development Center and other Library staff to accomplish position responsibilities. This involves participation in planning and establishing workflow between departments to accomplish reformatting goals.

Essential functions:

Manages digital conversion: 35%

- Makes decisions about appropriate specifications for items and collections following established and emerging preservation guidelines for conversion so that files meet standards for digital preservation masters
- Trains and supervises approximately 1 FTE student staff (3 to 4 students) in using databases to log in digital objects, to identify and record anomalies and other information, to scan materials and enter metadata in the databases, to perform quality control and make corrections
- Integrates the work of several ongoing projects and activities so that resources are allocated to meet department goals and objectives
- Ensures appropriate care and handling routines for library materials drawn from special and general collections
- Performs some scanning work, especially for materials that have challenging handling or imaging issues
- Facilitates the rush processing of special items for scanning to ensure deadlines are met

Digital Imaging: 35%

- Designs workflows incorporating databases, scripts, and image processing utilities to digitally image library materials; produces high resolution master files

and/or optimally compressed composite files (e.g. PDF, Djvu) for delivery. This work is done using database and imaging software such as MsAccess, Adobe Photoshop, Adobe Acrobat, various open source softwares such as UnixUtils ImageMagick and libTIFF tools, and scripts and utilities produced in house

- Identifies useful hardware and imaging equipment to solve problems posed by materials; integrates new hardware into production flow
- Provides basic technical support for all imaging and processing equipment
- Identifies useful commercial and open source image processing software, such as tools for image troubleshooting, image cleanup (such as automatic centering or deskewing) or automatic PDF assembly. Integrates software into production flow.
- Writes, documents and maintains scripts and small image processing utilities using open source tools and programming libraries such as libTIFF or ImageMagick using appropriate programming or scripting languages (C, Perl, awk, etc.). Interfaces various software components
- Assists with the creation of technical specifications for vendor files, audits and processes vendor files, insuring that they integrate smoothly into our workflows

Planning, setting, and monitoring digital reformatting goals and priorities: 10%

- Sets, documents and monitors annual goals and priorities in consultation with the Preservation Reformatting Librarian
- Monitors and documents staff resources for project and programmatic work within annual budget allocations; contributes to cost analysis and annual production projections
- Participates in planning to provide reformatting services for library patrons
- Records and compiles statistics documenting activities; creates annual statistical and other reports

Documentation: 10%

- Provides technical and procedural documentation for training digital conversion staff
- Writes technical and methodological information for staff and public project Web sites
- Assists the work of staff outside the Preservation Department who are doing preservation quality reformatting by providing technical and methodological expertise

Emerging Technologies and Standards: 10%

- Identifies and tests new imaging and other software and analyzes their applicability for the Library's digitization activities, especially in the areas of image capture, text conversion and batch processing
- Identifies, tests and recommends new hardware and software solutions to manage files and actions on files; does this within the Library's operating systems guidelines
- Keeps abreast of digital initiatives, emerging standards, projects and activities on national and international levels especially as they relate to the digital conversion of materials from the Library's collection

Qualifications:

- Bachelor of Arts Degree
- Background in photography, digital imaging technologies, or equivalent
- Expertise with color calibration and color management systems
- Demonstrated expertise in the creation and management of digital information including image capture, quality control, scanning hardware and software, digital file formats, and compression schemes
- Experience in writing, documenting and maintaining scripts and image-processing utilities using tools and libraries such as c42pdf, libTIFF, tiffinfo, tiffdump, and ImageMagick, utilities such as sed and grep, in appropriate programming or scripting languages, e.g., C, C++, Java, Perl, Tcl, awk
- Thorough knowledge of digital image formats, especially TIFF
- Strong organizational skills, including the ability to establish priorities and achieve goals
- Ability to plan and direct workflow in a production setting
- Demonstrated experience managing a process from design to completion
- Ability to initiate and adapt to change, analyze and solve problems, and be flexible
- Excellent written and oral communication skills
- Demonstrated skill working independently and accurately
- Sensitivity to the handling issues of a wide variety of library materials
- Demonstrated competence in microcomputer skills including Windows NT/XP and Mac OS X, Microsoft Office, Adobe Photoshop and other digital imaging software, including those that operate in a command line environment

Preferred:

- Experience in library, museum or commercial imaging environment
- Demonstrated supervisory experience

(Oct. 3, 2005fml)

UNIVERSITY OF CONNECTICUT LIBRARIES

Job Description

AREA: Collections Services**TITLE:** Preservation Librarian**LEVEL:** University Librarian III or IV**JOB SUMMARY**

Reporting to the Director for Collections Services, the Preservation Librarian has primary responsibility for the Libraries' system-wide preservation program, including leading and coordinating a digital preservation program for the Libraries; overseeing a digital conversion program for library collections; coordinating the operational components of the Libraries' preservation program; implementing national preservation standards for library materials in all formats; establishing and monitoring environmental standards for the preservation of library collections; preparing and negotiating contracts for preservation services; preparing and communicating emergency response procedures for the Libraries' collections; developing educational programs on preservation issues for staff and users of library resources; writing and managing grants for the preservation program; preparing reports on preservation activities for the Libraries; participating in national preservation efforts including the development of national preservation standards.

ROLES AND RESPONSIBILITIES

1. *Lead and coordinate digital preservation efforts for the Libraries that will assure enduring access to the full content of digital resources over time.* In collaboration with key players throughout the organization, develop and coordinate efforts to establish guidelines and procedures for each stage of lifecycle management including preservation strategies, selection for long-term retention, conversion, metadata creation and management, storage, and access arrangements for the Libraries' digital resources including digital collections created by the Libraries, reformatted by the Libraries, and licensed by the Libraries. Maintain awareness of preservation copyright issues.
2. *Oversee a digital conversion program for library collections.* In collaboration with bibliographers, subject specialists, archivists, and curators library-wide, plan and implement digital conversion projects that preserve and improve access to the University's library and archival collections. Develop technical specifications for archiving, quality control, and security of digital conversion projects. Develop digital production strategies in collaboration with other library service units and commercial vendors.

3. *Serve as Team Leader for Preservation.* Coordinate the operational components of the Libraries' comprehensive preservation program including 1) Digital Conversion; 2) Preservation Reformatting; 3) Materials Processing for security and collections management; 4) Commercial Binding; 5) Conservation and Collections Care. Hire and evaluate preservation staff. Coordinate annual goal-setting and the establishing of priorities for preservation activities.
4. *Implement nationally accepted preservation standards for library materials in all formats.* Establish and monitor environmental standards (e.g. temperature, humidity control, light levels, storage) for the preservation of library materials in all formats.
5. *Prepare and negotiate contracts for preservation services such as commercial binding, preservation reformatting, disaster recovery services, and mass deacidification.*
6. *Prepare and communicate emergency response procedures for the Libraries' collections.* Update the Libraries' disaster plans on an ongoing basis, verifying the services of specialized commercial preservation suppliers and service providers. Identify for library staff procedures for proper handling, protection, and treatment of materials during emergencies and disasters.
7. *Develop educational programs on preservation issues for staff and users of library resources.*
8. *Write and manage grants for the Preservation program.* Work with bibliographers, subject specialists, curators and other staff to identify collections for preservation and reformatting grants. Serve as project manager for those grants. Write and manage preservation-related portions of grants prepared for other units of the Libraries.
9. *Prepare reports and gather statistics on preservation activities for the Libraries.*
10. *Participate in national preservation efforts including the development of national preservation standards.*
11. *Participate in Area and team planning meetings, and in the development and implementation of Area and team priorities, policies, and procedures.*
12. *This position carries with it the potential for participating in the Libraries' Academic Liaison Program.*
13. *Participate in the general programs of the library, contribute to the life of the university, and engage in appropriate professional activities.*
14. *Other duties as assigned.*

QUALIFICATIONS:***Required***

- Graduate degree in library science from an American Library Association-accredited program.
- Minimum five years experience in a comprehensive preservation program at a research library or comparable professional experience.
- Knowledge of national preservation standards and current trends in preservation, including digital preservation efforts and the preservation of non-print formats.
- Understanding of copyright issues as they apply to preservation reformatting.
- Knowledge of new technologies and their application in the preservation arena, including imaging and digitizing technologies.
- Strong interpersonal skills, including the ability to work successfully with faculty, staff, students, and the general public.
- Strong organizational skills, including the ability to establish priorities and achieve goals; to train, supervise, motivate, and evaluate staff; to encourage team work and staff development; to plan, organize, and direct workflow.
- Ability to plan and manage long-term projects, to develop and manage budgets, and to apply spreadsheet and database management software.
- Excellent written, oral, analytic, and presentation skills.
- Demonstrated ability to work independently; to exercise judgment and individual initiative; to be flexible in a dynamic work setting of shifting priorities; and to function in a team based environment.

Desired

- Certification in preservation administration.
- Knowledge of preservation reformatting standards and technologies, cataloging principles and issues, and commercial products and services related to digital imaging and conversion.
- Record of contributions in the field of digital library development.
- High level of interest in the field of preservation as evidenced by continuing education or by related independent activities or research.
- Proven record in grant writing and fund procurement.

UNIVERSITY OF CONNECTICUT LIBRARIES

Job Description

AREA: Collections Services

TITLE: Digital Reformatting Librarian

LEVEL: University Librarian (level TBD)

JOB SUMMARY

Reporting to the Preservation Librarian, the Digital Reformatting Librarian is responsible for managing digital reformatting operations that preserve and improve access to the University of Connecticut's library and archival collections in all information formats (analog, audio, video). The incumbent collaborates with various staff throughout the Libraries and with commercial vendors to develop and implement ongoing digital reformatting services including developing technical specifications for file formats, image enhancement, compression types, file naming structures, the creation of derivatives, options for screen display, security mechanisms, quality control procedures, and requirements for archiving electronic files.

ROLES AND RESPONSIBILITIES:

- 1. Develop and manage the library's ongoing digital reformatting program and participate in the ongoing evaluation and revision of the program to meet the strategic goals of the library and the university. This may include developing measures for the effectiveness of the program, and setting specific goals for achieving improvements.*
- 2. Establish clear parameters for ongoing digital reformatting of print, manuscript, and non-print materials including audio, video, and electronic data. Collaborate with various staff throughout the Libraries including bibliographers, liaisons, curators to identify appropriate materials for reformatting and with technical staff as appropriate to develop technical specifications.*
- 3. Develop strategies and manage activities to ensure enduring access to digitally reformatted materials including equipment obsolescence and data loss, media integrity, format obsolescence, and information fidelity.*
- 4. Execute reformatting plans by establishing requirements and standards for digital preservation reformatting, scheduling titles and collections for reformatting, and contracting for preparation and reformatting of selected materials. Assure effective access to reformatted materials over time.*

5. *Establish standards to actively manage data security including back-ups and distributed storage of multiple copies of reformatted items.*
6. *Establish an access management system for enduring access to reformatted materials through a preservation framework including format migration and emulation.*
7. *Ensure adherence to copyright requirements for digital reformatting.*
8. *Ensure that digital reformatting projects are well conceived and executed on time and on budget. Work closely with stakeholders during all phases of a project, from conception through completion.*
9. *Locate vendors, prepare Requests for Information, Requests for Proposals, and contracts for reformatting efforts in all formats.*
10. *Contribute to the preparation of grant proposals and the management of grant-funded reformatting projects.*
11. *Ensure compliance with national professional standards in the safe handling of collection materials identified for reformatting. Serve as liaison to conservation staff for physical preparation of materials.*
12. *Work with other areas of the Libraries in the development, planning, and execution of all grants and special projects related to digital reformatting. Serve as liaison between Preservation and other digital stakeholders in the coordination of joint reformatting projects.*
13. *Create and record technical details on format, structure, and use of digitally reformatted material. Serve as liaison to cataloging staff to ensure adherence to national standards for bibliographic control and metadata standards of reformatted materials.*
14. *Monitor budgets, record and compile statistics and other written reports and documentation.*
15. *Participate in national digital preservation efforts including the development of national digital reformatting and digital archiving standards and best practice.*
16. *Participate in Area and team planning meetings, and in the development and implementation of Area and team priorities, policies, and procedures.*
17. *This position carries with it the potential for participating in the Libraries' Academic Liaison Program and reference services.*
18. *Participate in the general programs of the library, contribute to the life of the university, and engage in appropriate professional activities.*
19. *Other duties as assigned.*

QUALIFICATIONS

Required

- Graduate degree in library science from an American Library Association-accredited program.
- Two years experience using technology to deliver digital content in an academic or research library or archive.
- Broad knowledge of current digital reformatting and digital conversion trends including issues relating to the application of metadata to digital objects.
- Knowledge of digital reformatting and digital conversion policies and technical procedures including cost factors and productivity issues.
- Knowledge of database management, bibliographic control procedures, and emerging metadata standards.
- Knowledge of copyright issues as they relate to digital reformatting.
- Ability to organize work independently, to exercise individual initiative, to be flexible in a dynamic work setting of shifting priorities, and to function in a team-based environment.
- Ability to work in a continuously evolving automated environment and to keep current with standard practices, procedures, and policies.
- Excellent analytical and problem-solving skills.
- Excellent written and oral communication skills.
- Ability to maintain production levels.
- Ability to plan, organize and maintain documentation.

Preferred

- Preservation experience in an academic or research library or archives.
- Experience with grant writing and fund procurement.
- Record of contributions in the field of digital library development.
- Working knowledge of a range of computing platforms, image capture, and storage environments.

The University of Kansas Libraries
POSITION DESCRIPTION
Scholarly Digital Initiatives Librarian

POSITION TITLE:

Scholarly Digital Initiatives Librarian

BASIC FUNCTION:

Under the supervision of the Coordinator of Digital Content Development, the Scholarly Digital Initiatives Librarian is responsible for a variety of technical and user-support activities associated with creating and making accessible scholarly information in a digital format in support of the research and teaching programs of the University.

RESPONSIBILITIES:**Digital Content Development**

Provides consultation and user-assistance in the Digital Media Lab: provides support for production and editing hardware, software, and peripherals for image, media, and text files, analyzes projects and proposals, recommends appropriate workflow and standards, assists in researching and developing grant applications; for assigned projects, provides project management services including analysis of requirements, timelines, and milestones, tracking and reporting project progress, assessing and evaluating project success.

Provides administrative support for the KU ScholarWorks digital repository; helps to establish communities and collections, contributes to “value-added” services such as analog-to-digital conversion or submissions on behalf of authors, makes presentations to faculty groups on the services and rationale associated with KU ScholarWorks.

Specifies appropriate metadata and content formats based on understanding of scholarly applications, local digital architecture, and prevailing standards; develops strategies for creating metadata for digital projects and participate in metadata creation; recommends or provides input on methods for transforming data from one format to another (for example from a spreadsheet to a relational database or XML)

Supervises student employees in digital project projection.

Library and University Service

Participates on library and Information Services committees, working groups, and task forces, as assigned or appropriate

Participates on university committees, working groups, and task forces, as appropriate

Professional Development

Reads professional literature and adapts innovative approaches to digital library services

Participates in professional workshops, seminars, and conferences

Conducts research for publication and/or presentation at conferences sponsored by professional or scholarly societies

Other

Other duties as assigned

Coordinator of Digital Content Development Date

Assistant Dean for Scholarly Communication Date

Statement of Responsibilities
University of Kansas Libraries

Effective Date: 1 January 2006

Working Title: Digital Imaging Librarian

Reports to: Assistant Dean of Libraries for Scholarly Communication

Professional Responsibilities (80-90% Activity)

- Serves as the digital library program's primary resource for imaging/multi-media standards. Maintains awareness of national and international trends and standards in image and compression formats and appropriate applications for various formats and standards; recommends local policies and standards.
- Serves as the digital library program's primary resource for digitization workflow. Consults with university personnel to define efficient and effective workflow (including quality assurance) for specific projects and production activities; trains staff as needed.
- Oversees the Digital Production Lab (currently located in Spencer Research Library) in support of high-quality digitization for University projects. Maintains equipment and recommends acquisition of new equipment to meet digital library needs. Trains and oversees appropriate personnel in proper use of lab equipment.
- Coordinates and oversees content-related aspects of assigned digital library projects, including:
 - Developing detailed scope, time frame and budget information;
 - Developing and coordinating project workflow; scheduling of project task assignments; assuring that key milestones are met
 - Coordinating project activities with key related staff as appropriate
 - Monitoring quality control of project output
 - Facilitating communication with project stakeholders on project progress and issues
 - Supervisory responsibility for digitization staff, as appropriate
 - Coordinating appropriate assessment and outreach activities at the project's conclusion.
- Participates in planning and prioritization for digital content development, including selection of intellectual resources to be digitized / accessed, the strategies that will be used to promote access to them, the means by which they will be presented, and methods for deployment.
- Contributes to development of information architecture and policy for the digital library program, including content development, storage, preservation, delivery, and presentation.
- Participates in preparation of grant applications both as a consultant to other units and as an initiator and primary writer.
- Provides instruction to staff and users in planning, development, management or use of digital projects.

- Participates in the Libraries' reference program for an assigned number of hours per week (Tier II)
- Performs projects and other duties as assigned.

Research and Service (10-20% Activity)

*Contributes to the profession's collective knowledge by engaging in scholarly research activity. Research may involve the publication of articles, books, book reviews, grant-supported inquiry, or editorial work (see **Discipline Expectations for Librarians at KU, June 1998**).*

Engages in service to the Libraries, the University and to professional organizations by participating in committee work, projects, and other contributory achievements.

Supervisor and librarian each signs, dates, and retains a copy of the document. The original may be forwarded to the Library Administrative Office for filing in librarian's personnel file (or attached to the FASAR). Revisions may be submitted at any time.

Faculty member's signature/date

Supervisor's signature/date

Statement of Responsibilities
University of Kansas Libraries

Effective Date: January 1, 2006

Working Title: Coordinator of Digital Content Development

Reports to: Assistant Dean of Libraries for Scholarly Communication

Professional Responsibilities (80-90% Activity)

- Serves as the digital library program's primary resource in metadata standards including descriptive, administrative, and structural metadata both in terms of national/international developments and local policy and standards. Guides the central cataloging unit in the application and use of non-MARC metadata cataloging standards. Provides ongoing metadata coordination, instruction, analysis, promotion, documentation, and other supporting activities.
- Shares in responsibility for repository creation, conversion of metadata to XML and other formats, and loading into appropriate repositories.
- Serves as functional manager for the KU ScholarWorks digital repository, including responsibility for community administration, overall organization of content, and liaison and training for users.
- Coordinates and oversees content-related aspects of assigned digital library projects, including:
 - Developing detailed scope, time frame and budget information;
 - Developing and coordinating project workflow; scheduling of project task assignments; assuring that key milestones are met
 - Coordinating project activities with key related staff as appropriate
 - Monitoring quality control of project output
 - Facilitating communication with project stakeholders on project progress and issues
 - Supervisory responsibility for digitization staff, as appropriate
 - Coordinating appropriate assessment and outreach activities at the project's conclusion.
- Participates in planning and prioritization for digital content development, including selection of intellectual resources to be digitized / accessed, the strategies that will be used to promote access to them, the means by which they will be presented, and methods for deployment.
- Contributes to development of information architecture and policy for the digital library program, including content development, storage, preservation, delivery, and presentation.
- Participates in preparation of grant applications both as a consultant to other units and as an initiator and primary writer.
- Provides instruction to staff, faculty, and students in planning, development, management, and use of digital projects
- Participates in the Libraries' reference program for an assigned number of hours per week
- Supervisory responsibility for scholarly digital initiatives librarian
- Performs projects and other duties as assigned

Research and Service (10-20% Activity)

Contributes to the profession's collective knowledge by engaging in scholarly research activity. Research may involve the publication of articles, books, book reviews, grant-supported inquiry, or editorial work (see **Discipline Expectations for Librarians at KU, June 1998**).

Engages in service to the Libraries, the University and to professional organizations by participating in committee work, projects, and other contributory achievements.



OHIO
UNIVERSITY

Position Description Questionnaire
Administration Non-Faculty Status

Job Title: Digital Initiatives Coordinator

Describe the purpose of this position (i.e., why does it exist?)

Establish the framework, plan, and manage a two-year pilot project by providing coordination and leadership in the management of the Libraries' digitization initiatives. Provide digital access as well as preservation of library materials for the benefit of teaching and research. This position reports to the Dean, and may provide oversight to a digitization unit.

May support an academic unit as Subject Bibliographer.

I. Position Summary

List the important duties and responsibilities of this position in order of importance. Use an outline format and begin each statement with an action verb (direct, write, analyze). Give some indication of the frequency you perform each task (i.e., daily, weekly).

Plans and coordinates digitization initiatives; works with library administration, bibliographers, faculty and staff to identify and prioritize projects. Assists in planning and implementing projects to fulfill the mission and goals of the University and the Libraries.

Leads in the Libraries' development of policies, priorities, and best practices for the production, cataloging, management, and preservation of digitized materials.

Serves as a resource for digitization standards and technologies. Provides information, training, and support to library staff involved in digital initiatives.

Collaborates with appropriate internal and external agencies to identify and pursue funding opportunities.

Collaborates at University-wide, local, regional, and national levels to create, disseminate, and archive digital content.

Represents the library on appropriate committees and task groups at national, state and regional levels.

May serve as subject bibliographer for at least one assigned academic area of the university, leading efforts in collection development, library instruction, and promotion of library resources, as well as consulting with faculty and students about their research and information needs, daily.

Serves on appropriate library and university committees and teams. Other duties as assigned

III. Education

What is the minimum level of education (formal schooling or special training, certification, license) necessary to prepare a person to perform this job. Give a brief justification as to why this level of education or training is required.

The ALA-accredited Master of Library and/or Information Science; or a masters in a related field, with appropriate related experience.

IV. Experience

What is the minimum related experience necessary to perform this job at an acceptable level. Give a brief justification as to why this amount of experience is required. Experience should be defined by what is necessary within the profession and what is necessary specific to the position (e.g. 3 years in profession, 1 year as supervisor, etc.)

2 years experience in each of the following: project management/coordination; supervising staff; creating, storing, organizing, and delivering digital content; creation of metadata or traditional cataloging

IV. Skill

List any skills that are required in the performance of your job. Include special dexterity, counseling, human relations.

Knowledge of digitization processes, standards, and infrastructure

Knowledge of grant writing and management

Demonstrated project management skills; including ability to meet established targets

Demonstrated interpersonal, facilitation, and communication skills

Demonstrated analytical and problem-solving skills

Demonstrated ability to work independently

Demonstrated ability to work efficiently and effectively within teams

V. Decision Making

A. List the types and complexity of decisions this position requires a person to make.

In the course of the 2-year pilot, the incumbent will be called on to make a many complex decisions. Examples include, but are not limited to:

- *Evaluate options & recommend a coordinated course/plan designed to increase the number and range of digital resources available for researchers*
- *Complete and interpret data from needs assessments*
- *Identify and address needs for library staffing and training*
- *Develop policies and best practices for selection criteria, metadata creation, preservation decisions, etc.*
- *Identify and pursue external funding opportunities for digital projects*

If assigned as bibliographer: decisions will include the development and acquisition of library materials, including the management of allocated acquisitions funds.

B. Discuss existing guidelines and any precedent which govern these decisions. Include to what extent your decisions are reviewed by a higher authority before implementation.

National and international (?) guidelines, standards and best-practices for digitization projects
OhioLINK guidelines for submissions to the Digital Media Center.
The University's strategic plan and the Libraries' mission and goals will inform the development of the digitization course/plan.

As bibliographer, selection of library materials is guided by a collection development policy, written in consultation with the faculty of the academic area. Individual selection decisions are generally not subject to review.

C. What is the impact of these decisions? Specify the areas of the University which would be affected.

Provide access to digitized material will support teaching and research of OU faculty; learning and research of OU students; and the president's goal of developing OU into a nationally prominent research institution.

Increase access to and preservation of unique, rare library materials
Maximize use of limited library human and technical resources

Bibliographer decisions regarding collection development result in the nature and extent of library resources available in a given subject area.

D. To what extent is analytical or creative ability required to solve problems in your position. Give a typical example.

Analysis and creativity are fundamental to this position; each situation will require creativity, flexibility, and initiative.

Analyses of funding resources, skill sets and collections are essential for the development of the plan.

Incumbent will analyze best-practices/standards and recommend their application to meet identified needs.

VI. Supervisory Responsibility

A. If you regularly supervise others, list the names and title of all employees who report directly to you, including full-time, part-time and students.

Although no unit currently exists, this position may eventually supervise at least one classified position and 2-3 student assistants

B. Without duplicating, list the number of employees that report to you indirectly.

C. Describe any responsibility you have for supervising non-university workers (e.g. construction crews, consultants, etc.)

D. List those activities that are part of your supervisory duties (i.e., schedule work, direct, budget).

If a digitization unit is created, this position will manage the unit and staff assigned to the unit, including personnel activities (hiring, scheduling, performance management) as well as

management of equipment and budget. Will contract with outside vendors and service agencies who provide equipment and services (such as off-site digital image production).

VII. Staff Responsibility

- A. Indicate the advisory capacity of your position where others must rely upon data you submit, recommendations you make or services you provide.

Provides recommendations, information, support, and training for the library's digital initiatives plan.

If assigned an area of bibliographic responsibility, that academic unit relies upon this position for advice concerning collection development, selection, budget management, and library procedures.

- B. Discuss the impact on the University when your recommendations are followed or services utilized, and when they are not.

A coordinated digital initiative will provide 24/7, world-wide availability of information resources, some of which may be unique and rare cultural materials that are otherwise inaccessible; it will provide a range of high quality, networked resources for the OU community and beyond.

Lack of central coordination impedes the opportunity for the Libraries to efficiently and strategically provide universal access and preservation of important collections.

Delays, poor fund management, and lost opportunities occur when there is no mechanism for decision-making regarding digitization of collections.

- C. If you counsel and advise others, give the nature and frequency.

Position works closely with library administration and other staff engaged in digitization efforts. Frequency: daily.

VIII. Funds, Property and Other Resources

- A. Describe, if applicable, the responsibility of this position for decisions that directly affect the financial success of the University through the conservation, protection and effective use of the University's current and potential assets such as operating budget, revenue, expenditures or other financial resources.

Management of the Libraries' digital assets will support the University in achieving the first of the President's overall goals: to become a nationally prominent research university.

As bibliographer, may be responsible for library acquisition funds allocated to area of bibliographic assignment.

- B. What is the total value of that responsibility, in dollars?

The impact of stewardship of the Libraries' collections cannot be easily measured in monetary terms.

It is difficult to evaluate the value of an subject collection. Total acquisition budget that may be managed as part of the bibliographer assignment varies.

IX. Contact With Others

- A. Explain the degree to which this position involves the responsibility for personally dealing with individuals outside the direct line of authority; identify faculty, other administrators, civil service or students.

With the exception of a new digitization unit, this will be a staff position, and will serve as advisor and coordinator interacting with a wide range of individuals throughout the Libraries, the university and the profession, depending on the range of a project.

If assigned as a bibliographer, the work of bibliographer involves responsibility with faculty and students in the area of bibliographic responsibility. It also involves responsibility with other library bibliographers as a member of the Bibliographers' Council

- B. Describe the nature of these contacts as it involves tact, diplomacy, controversy, cooperation, persuasion.

The incumbent will ~~work to~~ bring many different individuals and functions of the library together, negotiating with others to work effectively and efficiently. This will be accomplished through use of tact, diplomacy, cooperation, and persuasion.

- C. Indicate by title people most frequently contacted.

Staff involved in digital initiatives
Heads of Preservation Department and Archives & Special Collections Department
Systems staff
Subject bibliographers on the library staff (Bibliographers' Council)
Dean of University Libraries
Associate/Assistant Deans of Libraries
Other Department Heads and Regional Campus Library Directors
Faculty
Library Users
Vendors / Consultants / Service agency representatives

- D. If these contacts are primarily outside the University community, state the nature, frequency and impact upon the University. In all cases, state the method of contact (i.e., personal, written, telephone).

The incumbent will actively participate in state, national and international activities and organizations dedicated to the development and advancement of digital access, locally and globally. Contact will be in person, written (email and paper), and phone.

**GENERAL FACULTY
POSITION DESCRIPTION
UNIVERSITY OF VIRGINIA**

PART I: ORGANIZATIONAL INFORMATION

POSITION
NUMBER

Working Title Head, Digital Library Production Services

Organization University of Virginia Library

PART II: POSITION INFORMATION

PERCENT
OF TOTAL
WORKING
TIME

DESCRIBE FULLY AND CLEARLY THE MOST IMPORTANT WORK FIRST, THEN THE NEXT MOST IMPORTANT IN A SEPARATE PARAGRAPH, AND SO ON. MAKE THE DESCRIPTIONS DEFINITE AND DETAILED TO GIVE A CLEAR PICTURE OF THE WORK. IT IS PARTICULARLY IMPORTANT THAT THE SUPERVISION RECEIVED OR EXERCISED BE CLEARLY EXPLAINED. IT IS ALSO IMPORTANT THAT SUCH TERMS AS "CHECK", "HANDLE", "RESPONSIBLE FOR", "ASSIST" BE EXPLAINED. LIST ANY EQUIPMENT OPERATED OR SPECIAL SKILL USED. ESTIMATE WORKING TIME DEVOTED TO EACH KIND OF WORK DESCRIBED.

- | | |
|-----|--|
| 80% | <p>Full managerial responsibility for the centralized digitizing operation for the UVA Library system. Responsible for establishing departmental priorities, the acquiring and allocation of personnel and resources, and long-range departmental planning. Directly supervises 4.5 paraprofessionals; responsible for a total staff of 8.5 paraprofessional staff, and part-time workers and student assistants. Oversees the selection, training and evaluation of staff, as well as other personnel matters.</p> <p>Develops and maintains a productive and cost effective processing operation which is responsive to the needs of other library units and library users. Sets goals, priorities and objectives; establishes and analyzes statistical measurements of productivity. Plans and oversees development of new production formats and workflows based on emerging Library priorities. Assesses departmental readiness for implementing new workflows, and develops implementation plans.</p> <p>Oversees and evaluates all digital collection-building activity that includes creation, migration, and other processes related to production of digital content for a central repository. Sets library-wide policies, procedures, and standards for all digital material produced in-house and outsourced. Sets priorities and deadlines.</p> |
| 10% | <p>Collaborates with Content Management Services (CMS) managers to assess and prioritize digital content slated for the central repository. Collaborates with Collections Group and selectors to determine and prioritize collection-building, budgetary, and service needs. Collaborates with PTS managers to determine the direction and scope of current and future UVA Library Repository projects.</p> |
| 10% | <p>Participates in library planning as a member of the CMS managerial team, the Production & Technology Services (PTS) Council, Administrative Council, and by working on committees as assigned. Attends training sessions and gives presentations relating to digital collection building and production services. Participates in other professional growth and development activities, some of which may involve travel.</p> |

PART III: QUALIFICATIONS

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES FOR AN INDIVIDUAL PERFORMING THIS POSITION:

Demonstrated competence in management, supervision and administration. Practical and theoretical understanding of current and past practices and standards for library collection development and digital production; and knowledge of current and emerging technologies that facilitate these activities. Demonstrated customer service orientation to ensure that access to and organization of collections are user-centered. Skills in organizational leadership, communication, and human resources. Proven ability to write procedures and create appropriate documentation. Ability to work harmoniously with many levels of staff in a rapidly changing environment. Demonstrated commitment to professional growth.

SPECIAL LICENSES, REGISTRATION, OR CERTIFICATION:

EDUCATION OR TRAINING (CITE MAJOR AREA OF STUDY):

Master's degree in library science (preferred) or master's degree in a related field required.

LEVEL AND TYPE OF EXPERIENCE:

Progressively responsible experience in digital production services, preferably in a research library. Demonstrated competence in management and supervision. Experience with hardware and software germane to digital collection building, or ability to acquire such knowledge.

PART IV: SIGNATURES

Signature (Current Incumbent)

Print Name

Date

Individual Who Will Sign Performance Evaluation