

Professional Job Position Description

Section I: Position information

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| Effective date | June 1, 2024 | <input type="checkbox"/> Update only | <input checked="" type="checkbox"/> Classification review |
| Position title | Digital Resources and Metadata Librarian | | |
| Position number | 999890 | | |
| Classification level | B | | |
| Position affiliation | <input checked="" type="checkbox"/> AUFA <input type="checkbox"/> Excluded | | |
| Location | Virtual with Place Based, Athabasca area | | |
| Department | Library & Scholarly Resources | | |
| Reports to | Associate University Librarian, Library Academic Services Support (999830) | | |

Position summary

Briefly describe the main purpose(s) of the position.

Reporting to the Associate University Librarian, LASS, the Digital Resources and Metadata Librarian is responsible for:

- Maintaining the library's digital repositories and digitized collections including developing, implementing, and managing workflows for creating and maintaining electronic resources metadata, ensuring accessibility of content.
- Considering continuous improvement practices to ensure workflow development and automation.
- Metadata creation and remediation projects; and identifying, harvesting, or enhancing legacy metadata to assist in user discovery of library and other information resources.
- Providing technical support for digital repositories and collections, working closely with other library staff.
- Monitoring, evaluating, researching, and disseminating findings and results regarding digital repositories and systems; and promotes the use of AU's digital repositories.
- Collaborating with internal and external colleagues, including other university libraries on related topics.
- Supporting the analysis, design, development, and implementation of the library's digital repositories, websites, and digitized collections.

Duties and responsibilities

Organize by key responsibility area and include % of time spent where possible.

Digital Resource Discoverability

- Updates and maintains library digital repositories to ensure discoverability, accessibility, and stability. This may include analysis of system requirements and software applications.

- Makes recommendations to senior staff related to repositories and digital resources to alleviate areas of concern.
- Ensures that library repositories are accessible and incorporate universal design for learning.
- Coordinates and maintains documentation for repositories, including user manuals and contributes to related policy, procedure, and framework development, working with other library staff as necessary.
- Customizes digital repository platforms as needed, which may involve coding and configuration to improve user experience i.e., UI and UX.
- Provides support to the library's integrated library system, e- resources, and repositories (including Archives) when necessary, troubleshooting issues and working closely with appropriate colleagues.
- Supports users, troubleshooting problems in a timely fashion.
- Supports institutional knowledge mobilization efforts through work on institutional repositories.
- Contributes to Library & Scholarly Resources digital preservation efforts, working with internal and external stakeholders in this work.
- Supports Research Data Management.
- Develops SQL queries and reports as necessary.
- Participates in business continuity planning.
- Participates in or chairs scheduled meetings with team members.
- Provides general guidance regarding best practices in areas of expertise.
- Ensures problems with existing systems are resolved in a timely manner.
- Collaborates with the library staff, the Research Office, Information Technology, and others as required

Metadata Standards & Practices Management

- Supports library digital projects, leading metadata creation, and developing documentation and training materials.
- Ensures metadata follows standard schema to ensure discoverability and accessibility of collections and that it adheres to principles of decolonization, inclusion, and anti- racism.
- Monitors best practices for non-MARC metadata.
- Serves as metadata consultant to library-wide projects.
Collaborates with the Collections Services team to assess discoverability of resources.
- Participates on internal and external committees related to metadata and digital repositories.

Other Duties

- Participates in library staff meetings, team meetings, and AU committees.
- May provide direct assistance and training to Library staff and external users as necessary.
- Where appropriate, may collaborate with other Canadian university libraries to develop systems, standards, and share knowledge, and participate in cross-institutional activities, such as meetings, workshops, and external committees.
- Provides direct service to patrons, by serving on the library information desk.
- Works on other Library related projects as assigned by supervisor or University Librarian.

Occupational health and safety

Employees:

Responsible to participate in the AU OHS program as required.

Supervisors:

Responsible for awareness of one's OHS Responsibilities as an AU employee and supervisor, for participating in the AU OHS Program as required, and for ensuring the participation of employees in the AU OHS Program as required.

See: <https://ohs-pubstore.labour.alberta.ca/li008>

Classification factors

Communication

- Communicates and works closely with Library staff, faculty, staff, students, vendors, and outside contacts.
- This position works closely with the Associate University Librarian, Library Academic Services Support and the Associate University Librarian, Collections Services in the completion of work.
- The incumbent must be able to express clearly complicated concepts in written and oral forms.
- The incumbent is expected to independently identify and communicate solutions to complicated technical problems and opportunities.
- The incumbent may consult with and provide technical advice to others assigned to projects.

Supervision

- The incumbent may supervise on an intermittent basis – project or casual staff.

Impact of service or product

- The incumbent plays a key role in managing systems essential to Library operations, on which AU learners, faculty, and staff are dependent. These systems have direct impact on learners' ability to complete courses, faculty and learner research, learner satisfaction with AU Library services, and their impression of the University as a whole.
- Troubleshooting technical problems with e-resources and the integrated library system requires a solid understanding of the organization of these resources and authentication methods, so that timely resolution of issues can occur.
- In assigning metadata, the incumbent pays careful attention to decolonization and principles of EDI to ensure the inclusivity, accessibility, and discoverability of digitized and digital collections. Attention to detail and accuracy are required in this work.
- The incumbent must be able to interpret technical documentation and develop implementation plans related to standards and schema.
- The incumbent may be involved in cross institutional projects, and may also participate in external projects related to metadata and digital repositories.

Independence of action

- The incumbent works closely with the AUL, LASS and the AUL, CS in managing work. Decisions are reviewed from time to time to ensure that they are appropriate and in agreement with established practices.
- The incumbent must be able to anticipate problems that may develop, make recommendations on appropriate actions, and take action as necessary.
- The incumbent's work has an impact on the quality of services provided to stakeholders, and attention to detail and accuracy are necessary.

Complexity

- This position requires a significantly broad range of knowledge and skills pertaining to the organization of library electronic resources and library systems, metadata schema, and the preservation of digital artifacts.
- The incumbent must have strong technical analysis skills to be successful in this position. Library digital resources are complex and exist in a quickly changing landscape of security, and cloud architecture environments.
- Library digital resources are not stand alone, but integrate with other AU systems, requiring a thorough understanding of the associated complexity.

Planning

- The incumbent plays a substantial role in the assignment of metadata and in supporting digital resource development and management. This requires strong analysis, evaluation, and decision making skills.
- The incumbent will predict the ramifications of solutions and propose alternate solutions to alleviate or eliminate existing or potential problems.
- In addition, in accordance with AU foundational plans and library technology trends, the incumbent anticipates future directions and uses of technologies as appropriate for AU Library and makes recommendations on their acquisition and use.

Section II: Qualifications

Qualifications

Includes education, experience, skills, abilities, and any other special qualifications required. The qualifications relate to the position not the incumbent.

- Masters in library science or equivalent is required. Additional education or experience in computer science, computer engineering, software programming, analysis or design is highly desired.
- One to three years' experience working with metadata, digital repositories, digital preservation, or research data management is required, preferably in an academic library.
- Working knowledge of digital repository (DSpace, Islandora) or digital asset management software platforms is required.
- Experience with library systems and authentication methods is required.
- Experience using a variety of metadata management tools and processes is required.
- Knowledge of cataloguing standards, including MARC bibliographic and authority formats, RDA cataloguing rules, Library of Congress classification and subject heading guidelines an asset.
- Familiarity with metadata standards (e.g. DC, METS, MODS, PREMIS, etc.) and metadata tools and systems for creating, editing, harvesting, and transforming metadata (e.g. MarcEdit, XML, XLIST, authority control, batch processing techniques, etc.) is required.
- Demonstrated ability to plan, prioritize, manage, and implement digital initiatives is required.
- Excellent interpersonal skills and oral and written communications skills are required.
- Strong critical thinking and analysis skills, coupled with excellent organizational and problem-solving skills are essential.
- Demonstrated commitment to professional growth and lifelong learning is required.
- Knowledge of copyright, Creative Commons licensing, and rights management is highly desirable.
- Experience with visual design and user experience design are an asset.
- Familiarity with web-content management systems is desired.
- Demonstrated commitment to decolonization and equity, diversity, and inclusion.
- Experience writing SQL queries is desired.
- Working experience using a script programming language (Python/JavaScript/PHP) is a definite asset.
- Demonstrated ability to write scripts to automate and improve processes is highly desired.