Job Description

Job Title:	Library Associate
Department:	Library – Special Collections & Archives
Reports To:	Head, Special Collections & Archives
Jobs Reporting:	None
Salary Grade:	USG 7
Effective Date:	November 2022

Primary Purpose

The Library Associate, Special Collections & Archives, provides research and information services to University students, faculty, staff, as well as external researchers to provide access to the Library's special collections and archives.

The Associate makes accessible archival materials in all formats, manages departmental web pages and social media platforms, and assists with outreach and education activities. The Associate performs administrative tasks to facilitate the effective running of the department and engages in collaborative projects that align with the department's, and the Library's, strategic objectives.

Key Accountabilities

Knowledge management

- Manages information architecture on department websites aligning with campus-wide best practices of website, knowledge management, collaboration tools and the Library's web strategy
- Oversees knowledge management tools, troubleshooting issues and training new staff on their use
- Monitors the accuracy of Special Collections & Archives' internal and public-facing online content
- Acts as department liaison and resource on AODA standards and keep up-to-date with accessibility standards

Digital projects

- Digitizes rare and unique analogue materials and provides training on digitization
- Ingests digital assets into the digital preservation system, ensuring data integrity and accuracy
- Retrieves and ingests files required to create and display digital objects in the Archives Database
- Retrieves archival information packages for information requests
- Documents and continuously improves workflows for departmental digital preservation work
- Stays current with digital preservation best practices and recommend workflow changes as needed
- Conducts metadata review and clean-up, and general reconciliation across platforms

Information resources management

- Administers the Archives Database, managing taxonomies, and performing administrative tasks as required
- Updates and edits archival database and catalogue records to accurately reflect the department's records and to enable online access and discoverability of complex resource descriptions
- Troubleshoots the Archives Database issues and collaborates with Digital Initiatives for site development requests and to enhance functionality
- Documents workflows in collaboration with Collections Development and Cataloguing staff

- Develops and implements procedures necessary to maintain intellectual and physical control of holdings including maintenance of location information of rare books and collections
- Ensures that archival materials are safely stored, including environmental monitoring, rehousing at-risk materials, and identifying items that require additional preservation or conservation treatments

Research and information services

- Promotes Special Collections & Archives' holdings and online resources through on-site and web-based outreach initiatives including social media and special events, both internal and external to the University
- Maintain reference statistics to facilitate annual and general reporting regarding department operations
- Transcribes textual and audio-visual records to facilitate accessibility
- Develops and installs physical and digital exhibits
- Supports Librarian, Special Collections & Archives to deliver general and specialized instruction programs; assists with class instruction/visits and assists students completing class assignments

Gifts and purchases

- Assists the Head, Special Collections & Archives and the Librarian, Special Collections & Archives to process donated archival material and rare books including inventorying, facilitating the appraisal process, and updating the value of items for insurance purposes
- Liaises with Collections Development & Cataloguing staff to ensure new donations or purchases are processed in-line with Library workflows
- Collaborates with the Head, Special Collections & Archives on purchasing of new archival material, rare books, supplies, equipment, and hold general purchasing card responsibilities

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- Bachelor's degree, or equivalent experience and education

Experience

- Demonstrated experience working with primary source materials
- Demonstrated experience using scanning hardware and image editing software for digitizing rare and unique materials
- Demonstrated experience using digital preservation systems (e.g. Archivematica)
- Demonstrated experience using social media
- Demonstrated experience with editing web content
- Demonstrated experience with a web content management system
- Asset: Experience in a Library or Archives setting

Knowledge/Skills/Abilities

- Knowledge of digitization practices and approaches
- Knowledge of digital preservation best practices and concepts
- Ability to manage time and projects in a varying paced environment
- Strong communication skills, both oral and written
- Intermediate to advanced proficiency with database applications to be used for describing archival materials, searching, and retrieval of results (e.g. InMagic or AtoM)

- Strong attention to detail
- Strong commitment to high quality service
- Demonstrated ability to work collaboratively on projects
- Asset: Knowledge of and/or experience with Rules for Archival Description
- Asset: Knowledge of accessibility standards

Nature and Scope

- **Contacts:** Internally communicates with department members and other Library staff. Externally, this position has significant contact with students, faculty, staff and external researchers through the provision of high-quality customer service.
- **Level of Responsibility:** Responsible for problem-solving daily issues as related to responsibilities.
- **Decision-Making Authority:** Makes independent decisions within their scope of their responsibilities, makes recommendations for solving issues and works with manager and others to solve larger problems.
- **Physical and Sensory Demands**: Minimal exposure to disagreeable conditions typical of a library staff position
- **Working Environment:** Minimal exposure to disagreeable conditions typical of a library staff position. Occasional need to lift and handle boxes of up to 18 kg (40 lb.), using step ladders to retrieve and return boxes stored on shelves at heights of up to 3 meters. Role suitable for hybrid work model.