

Job Description

Job Title:	Library Associate, Digitization and Digital Preservation
Department:	Special Collections & Archives
Reports To:	Head, Special Collections & Archives
Jobs Reporting:	None
Salary Grade:	USG 6
Effective Date:	August 2021

Primary Purpose

The Library Associate, Digitization and Digital Preservation will report to the Head, Special Collections & Archives (SCA) and work closely with SCA staff to digitize rare and unique analogue archival materials. The Library Associate works with an external vendor to manage the workflow of digitizing audio visual materials and is responsible for processing digital assets into a digital preservation system. This position monitors digital assets to ensure data integrity and accuracy. The Library Associate, Digitization and Digital Preservation contributes to departmental metadata reviews and clean-up work across a range of platforms.

Key Accountabilities

Digitization

- Perform in-house digitization of rare and unique analogue archival materials
- Prepare shipments of audio visual materials for digitization by an outside vendor, including tracking of assets, verifying or creating appropriate metadata, assign unique identifiers, rehouse materials, and pack shipping crates
- Receive return shipments, including digitized files, from the outside vendor and review the quality and completeness of the digitized files and stores digital files appropriately
- Review accuracy of transcriptions of digitized materials
- Assist in the creation of inventories of materials and the assessment of their physical condition
- Transfer digital assets between platforms
- Supports metadata review, clean-up and general reconciliation across platforms

Digital Preservation

- Ingest digital assets from local storage into the digital preservation system
- Retrieve archival information packages as needed for information requests
- Monitor digital assets to verify data integrity and accuracy
- Contribute to documenting workflows for departmental digital preservation work
- Keep up to date with digital preservation best practices and recommend workflow changes as needed

Information Services

- Provides first-tier reference service, via telephone, e-mail and in person
- Supports departmental work related to data entry, transcription, and preservation of analog materials

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**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 <ul style="list-style-type: none">• Library and Information Technician Diploma or Archival Technician Diploma, or combination of relevant work experience and education
Experience <ul style="list-style-type: none">• Demonstrated experience with digitizing primary source materials• Demonstrated experience using scanning hardware and image editing software for digitizing rare and unique materials• Demonstrated experience with digital preservation systems (e.g. Archivematica)• Demonstrated ability to work collaboratively on projects
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Knowledge of digitization practices and approaches• Knowledge of digital preservation best practices• Knowledge of digital preservation concepts• Ability to manage time and projects in a varying paced environment• Strong communication and interpersonal skills, both oral and written• Ability to work effectively and efficiently without direct supervision, carrying out assignments independently• A strong commitment to high quality service• Strong attention to detail• Proficiency with database applications to be used for describing archival materials, searching and retrieval of results (e.g. InMagic and AtoM) Assets <ul style="list-style-type: none">• Experience working in a Library or Archives setting• Familiarity with platforms such as Omeka and Drupal used for online display of images and digital exhibits

Nature and Scope

- **Contacts:** Internally communicates with department members and other Library staff. Externally communicates with service providers.
- **Level of Responsibility:** The position is responsible for their own work and does not have any direct or indirect reports
- **Decision-Making Authority:** Responsible for their own work as assigned by the Head, Special Collections & Archives and the Librarian/Archivist/Digital Archivist, Special Collections & Archives
- **Physical and Sensory Demands:** Minimal exposure to disagreeable conditions typical of a library staff position

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- **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