

Job Description

Job Title:	Digital Repositories Librarian
Department:	Library
Reports To:	Head, Digital Initiatives
Jobs Reporting:	None
Salary Grade:	USG 10 - 13
Effective Date:	August 2017

Primary Purpose

The University of Waterloo Library is the campus's partner in learning, research and innovation. Its two main locations and three satellite spaces act as interdisciplinary hubs, bringing together the knowledge, expertise and resources needed by our diverse campus community. The University was built for change and the Library exemplifies Waterloo's agility as we continuously transform our approaches to creating, discovering, using, sharing and preserving information. With a commitment to open and equitable access to information, we equip researchers and students with the critical research skills to improve our world as active citizens, creative problem solvers and agile leaders. All of our work is done with a strong commitment to equity, diversity, inclusion and accessibility.

The Digital Repositories Librarian is responsible for the development, coordination and promotion of the University of Waterloo Library's digital repositories and open access publishing services. The incumbent is accountable for developing, coordinating, delivering, monitoring, assessing, and advancing the use of the Library's digital collections, the institutional repository and open access publishing services. The incumbent is a resource person for technical requirements, best practices and policies for digital collections and scholarly outputs.

Key Accountabilities

Leads and promotes the Library's digital repository and open access publishing services by:

- Managing UWSpace, Waterloo Digital Library, and Open Journal Systems instances and other local digital collection services as developed
- Collaborating with liaison and specialist librarians to support solutions for sharing scholarly outputs, including publications and research data
- Serving as a resource to liaison librarians and other professionals in their work connecting faculty and students to digitized and born-digital objects held by the Library
- Working with the Graduate Studies and Postdoctoral Affairs office to ensure a smooth workflow for submission of Electronic Theses & Dissertations
- Working with faculty and students to create new open access journal titles hosted at University of Waterloo Library, in collaboration with liaison librarians and others in the Library
- Working with members of the Communications team to promote the Library's digital repository and open access publishing services to the campus community
- Working with the Open Access Working Group to provide leadership, expertise and support relating to open access
- Developing methods to assess and evaluate the effectiveness of repository and open access publishing services

Leads digital repository and open access publishing projects/developments by:

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- Providing guidance and support in digital lifecycle management of digital assets including digitization, metadata, indexing, access, storage and preservation
- Working with the Head, Digital Initiatives to develop policies to support digital repository and open access publishing services
- Exploring and selectively implementing new software and technologies developed in the library and archival communities for the capture, description, and preservation of digitized objects, in consultation with others
- Working closely with Library Systems Administrator, Library Technology & Facilities Services (LTFS) to ensure optimization of repositories' storage, computing capacity, and toolsets
- Working closely with the Senior Systems Administrator and Analyst to ensure regular monitoring of and timely upgrades to software
- Implementing policies on digital preservation, digitization, and metadata standards

As a specialist Librarian, the incumbent:

- Provides leadership and guidance, and serves as a resource to library staff and the university community on digital repositories and scholarly communications services
- Works closely with library managers to develop policies, manage change, set future directions, and resolve problems
- Ensures timely communication, through appropriate media, of developments and projects; also communicates on any related events that have the potential to directly or indirectly impact normal services
- Leads and coordinates projects with the primary goal being to ensure best possible service can be provided
- Serves on University, and as appropriate, external committees and groups, fostering collaboration, information sharing, partnership and expertise across campus and the broader community as required
- Works with colleagues at other institutions in collaborative ventures
- Actively participates on specialized teams or working groups to support the unique needs and strategic goals at the University of Waterloo. Activities could include for example:
 - Participation in research projects and grant-funded projects
 - Provision of training as related to areas of subject expertise
 - Ongoing, proactive acquisition, maintenance, and provision of leadership in the development of associated skills and knowledge in areas of expected expertise

As a Librarian who may undertake supervision of Library Associates and co-op students:

- Coaches, trains and develops employee(s) to assure their growth and development
- Conducts regular performance reviews with direct report(s), and supports achievement of performance goals
- Makes decisions on the hiring of direct report(s), in consultation with the Head, Digital Initiatives

As a member of the Digital Initiatives team:

- Works collaboratively with library staff to understand the technology needs and processes of library staff and users
- Keeps track of and responds to technology trends that may be beneficial to supporting the Library's strategic directions
- Evaluates, selects and participates in technology deployments
- Works collaboratively with LTFS to ensure the reliable and effective operation of the Library's technical infrastructure
- Participates as a member of a support team to ensure essential system functionality during times of vacation or illness

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- Provides guidance to others in various projects and committees
- Participates in planning sessions in assigned service areas
- Provides mentoring support
- Serves as a resource to the Head, Digital Initiatives

**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

- ALA-accredited Master of Library Science degree or equivalent.

Experience

- Experience with digital repositories and content management systems (e.g. Islandora, Drupal, Fedora Commons, DSpace, Dataverse)
- Project management experience with complex digital initiatives involving many stakeholders
- Ability to work effectively and efficiently without direct supervision

Knowledge/Skills/Abilities

- Demonstrated ability to independently, as well as collaboratively, plan, coordinate, and implement effective digital projects, including managing multiple and simultaneous projects
- Demonstrated knowledge of digital preservation standards and best practices
- Proficiency with well-formed XML; strong, demonstrated facility with standards-based non- MARC metadata (e.g. Dublin Core); ability to investigate and learn new metadata standards as required
- Demonstrated ability to work collaboratively on projects across a wide range of departments and for varying audiences
- A strong commitment to high quality service
- Excellent communication and interpersonal skills, both oral and written
- Knowledge of digital library, scholarly communications and research data management trends in academic libraries

Assets

- Familiarity with Open Access digital scholarship publishing platforms (e.g. Open Journal Systems)
- Intermediate programming and/or system administrator skills; experience working with programmers (e.g., writing spec and use cases)

Nature and Scope

- **Contacts:** Internally, communicates with employees in all groups and departments throughout the University community and at all levels to gather ideas, envision, articulate, update and inform on projects for which the incumbent is leading or otherwise accountable. Externally, communicates frequently with vendors and other staff in order to execute work.
- **Level of Responsibility:** The position is responsible and accountable for leading projects and other work. The position may have supervisory responsibility for work-study, co-op or contract positions.
- **Decision-Making Authority:** The incumbent is responsible for advancing, building, maintaining and providing solutions for digital repositories technologies and solutions, and works independently and with others, as appropriate. As required, the position consults with the Head, Digital Initiatives, members of the Library Managers Group, and others across campus.

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- **Physical and Sensory Demands:** Minimal exposure to disagreeable conditions typical of an office position.
- **Working Environment:** Minimal exposure to disagreeable conditions typical of an office position exposed to stress and pressure associated with those responsibilities. This role suitable for hybrid working model.