



JOB DESCRIPTION

POSITION TITLE:	Digital Preservation Librarian
DEPARTMENT :	Library
BARGAINING UNIT:	CUFA
STATUS:	Tenure-Track

GENERAL DESCRIPTION:

The **Digital Preservation Librarian** is a member of the Library's professional team, reporting to the Associate University Librarian, Information Systems & Technology.

The incumbent is responsible for leading, developing and managing the Library's digital preservation program including creating, developing and managing digital preservation policies, strategies, workflows and procedures. The incumbent provides support for teaching, learning and research activities in assigned subject areas to enable and facilitate exploration, knowledge creation and learning.

The incumbent contributes substantively to a variety of Library and University strategic initiatives and projects, through committees, working groups, and project teams.

RESPONSIBILITIES:

1. Leads and works in collaboration to develop policies, procedures, strategies and workflows to ensure long-term digital preservation.
2. Participates in the administration and development of the Library's technology infrastructure for digital preservation.
3. Manages all aspects of digital preservation initiatives.
4. Provides best practices and recommends specifications for Library digital preservation projects.
5. Creates and maintains documentation regarding digital preservation processes and projects.
6. Advises and assists faculty, researchers and students on digital preservation projects and issues.
7. Coordinates the Library's participation in local, regional and national web archiving projects. Establishes policies, procedures and workflows related to web archiving.

8. Provides training and workshops on digital preservation. Advises and assists on digitization and digital preservation related issues.
9. Develops knowledge of information and data resources and provides research help and consultations within assigned subject areas.
10. Continually develops knowledge of teaching and learning practices in higher education generally, and in the disciplinary context of assigned subject areas.
11. Prepares and delivers curricular and co-curricular instruction for classroom, library and online learning environments.
12. Develops a thorough familiarity with all aspects of the research and research-creation lifecycle within assigned subject areas including research methods, research-creation, scholarly communication and research data management.
13. Advises and collaborates with faculty, students and colleagues to facilitate research and research-creation activities, data management and scholarly outputs in assigned subject areas.
14. Develops and manages digital and print collections in assigned subject areas.
15. Participates on committees, working groups and project teams to contribute to the development of Library and University strategic initiatives and projects.
16. Contributes to local, regional and national initiatives and projects.

QUALIFICATIONS:

Professional Expertise

A graduate degree from a library school accredited by the American Library Association, or approved equivalent education and training acceptable for membership in the Corporation of Professional Librarians of Québec.

Demonstrated knowledge of digital preservation management systems, platforms and standards.

Demonstrated technical understanding of digital preservation challenges and solutions and the current community of practice.

Knowledge of national and international collaborative digital preservation efforts.

Experience with metadata curation and knowledge of metadata schema relevant to digital preservation such as METS, PREMIS, MARC, EAD.

Knowledge and experience of best practices and standards related to preservation of digital objects in various formats (audio, video, image, text).

Demonstrated ability to develop and deliver effective instructional activities.

Knowledge of scholarly communication models and practices including open access, institutional repositories, and research data management.

Awareness of research communication and collaboration tools and ability to advise on their value and use.

Knowledge of collections development and management issues, concepts and methods in academic libraries.

Preferred qualifications

Knowledge of and demonstrated experience with:

- Digital repository management systems such as EPrints, Samvera/Hydra, Fedora and DSpace.
- Digital preservation systems and tools such as Archivematica, Preservica and BagIT.
- Audio-visual editing software such as Adobe Premiere, Adobe Media Encoder or similar software.
- XML, XSLT and CSS.

General Competencies

Demonstrated ability to develop successful partnerships and relationships with faculty and researchers.

Demonstrated project management skills and ability to handle multiple priorities and tasks as well as projects.

Strong motivation, aptitude and interest to establish student and faculty success as the centre of their professional practice.

Ability to work both independently and collaboratively, share expertise, work in teams and negotiate solutions with diverse groups.

Excellent communication skills. Strong analytical and creative problem-solving skills.

Curiosity, drive and flexibility so as to discover and try new things, in support of Library and University strategic directions.

Oral and written fluency in English is essential. Oral fluency in French and basic written French are assets.