JOB DESCRIPTION

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<tr>
<th>POSITION TITLE:</th>
<th>Digital Preservation Librarian</th>
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<tr>
<td>DEPARTMENT:</td>
<td>Library</td>
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<tr>
<td>BARGAINING UNIT:</td>
<td>CUFA</td>
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GENERAL DESCRIPTION:

The Digital Preservation Librarian is a member of the Library’s professional team, reporting to the Associate University Librarian, Scholarly Communications.

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 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 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.

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. Advises and collaborates with faculty, students and colleagues to facilitate research and research-
creation activities, data management and scholarly outputs in assigned subject areas.

13. Acts as a liaison with assigned departments and a resource person for librarians, staff, faculty
and students; develops and manages digital and print collections in assigned subject areas.

14. Participates on committees, working groups and project teams to contribute to the development
of Library and University strategic initiatives and projects.

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

Demonstrated knowledge of digital preservation management systems, platforms and standards
including: 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; and XML,
XSLT and CSS.

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.

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

**General Competencies**

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

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.