



## DUBLIN CITY UNIVERSITY

### THE LIBRARY

#### Assistant Librarian I (Subject Librarian)

#### Fixed Term Contract up to 5 Years

---

Applications are invited for the full-time temporary post of Assistant Librarian I, (Subject Librarian). This is a fixed term contract up to five years.

**Job Title:** Assistant Librarian, (Subject Librarian)  
**Grade:** Assistant Librarian I  
**Reports To:** Sub-Librarian, Information and Public Services

#### Background

Dublin City University (DCU), St Patrick's College Drumcondra (SPD), Church of Ireland College of Education (CICE) and Mater Dei Institute of Education (MDI) are actively engaged in a formal process leading to the full incorporation of SPD, CICE and MDI within DCU by September 2016. The '**DCU Incorporation Programme**' is bringing a significant degree of change for all four institutions.

The DCU Incorporation will be transformative for all the libraries of DCU, SPD, MDI and CICE. After incorporation, there will be one library service, DCU Library Services that will operate from two state-of-the-art library buildings located on two campuses: the DCU Glasnevin Campus and the DCU St. Patrick's Campus. DCU Library Services will provide printed, digital and historic materials supporting teaching, research and public engagement. This development will offer exciting opportunities for all staff in both locations to deliver high-quality services and transformative projects locally, nationally and internationally.

#### The Position

The successful candidate will join the Subject Librarian team and have responsibility for the provision of targeted liaison, teaching, learning, and research support to staff and students in the School of Nursing and Human Sciences at DCU and/or other schools as required. In addition, s/he may be required to work some evenings/Saturdays on the Library's Information Desk and actively participate in library wide projects and related service development initiatives

#### Key Duties & Responsibilities:

The principal duties and responsibilities of the position include but are not limited to the following:

##### 1. Communication, Liaison and Promotion

- To liaise proactively with key stakeholders (e.g. School Library Liaison Officer) and ensure the Library is kept abreast of teaching, learning and research developments within assigned school(s)
- To represent the library, and contribute to relevant committees as appropriate
- To advise and inform academic colleagues of library developments and strategy

***Note:** Duties and responsibilities are subject to change as priorities shift and services evolve to meet the changing needs of the university community*

- To promote and publicise library services and resources available to staff and students within the school(s)

## **2. Collection Development**

- To develop the Library's collections in assigned areas in collaboration with academic staff to ensure collections are current and adequately reflect the teaching, learning and research needs of assigned school(s)
- To take responsibility for assigned budgets and engage proactively with colleagues in the library and school(s) to ensure funds are efficiently and effectively managed
- To participate in, and contribute to ongoing collection development and review initiatives and projects

## **3. Teaching and Learning**

- To plan, develop, deliver and evaluate information literacy interventions and programmes for students and staff in assigned school(s)
- To contribute to the ongoing review and development of digital learning resources to support student learning and information skills development
- To participate as appropriate in programme /module reviews and accreditation processes and provide advice on library matters relating to the information resources, services and information literacy.

## **4. Research Support**

- To provide a one-to-one consultation service to research staff and students in assigned school(s)
- To deliver classes and workshops as required and contribute to the library's programme of workshops specifically designed for graduate students
- To work closely with team colleagues and the Research Communications Librarian to promote open access initiatives including DCU's Institutional Repository DORAS, as well as advice and support in relation to effective data management planning
- To provide bibliometrics support to researchers and school(s) in collaboration with team colleagues
- To provide support and advice to academic colleagues engaged in systematic reviews

## **5. Other**

- To provide subject related reference services to staff and students including consultancy on information concerns and issues
- To develop, evaluate and maintain assigned discipline specific web pages which facilitate access to information resources and services aimed at staff and students
- To assist with the provision of a high quality reference service by participating in information desk evening and weekend rotas as and when required
- To engage in appropriate continual professional development
- To contribute to the overall development of library services
- To vary these duties, and perform other duties as required by the Director of Library Services

## **Experience and Qualifications**

- Applicants must have a degree and a postgraduate qualification in Library and Information Studies
- Relevant experience in an academic library environment is essential
- Previous experience in a similar role is highly desirable
- The successful candidate must be highly motivated, flexible and have the ability to work to deadlines and prioritise workloads
- Demonstrate excellent communication, written and presentation skills
- Demonstrate a high level of competency in IT, including educational technologies
- Experience delivering information literacy classes is desirable
- Well organised and able to co-ordinate and progress tasks on their own initiative
- Well-developed team and relationship-building skills

**Note:** Duties and responsibilities are subject to change as priorities shift and services evolve to meet the changing needs of the university community

**Salary Scale:** €37,022.00 to €51,356.00\*

*\*Appointment will be commensurate with qualifications and experience and will be made on the appropriate point of the Assistant Librarian I salary scale, in line with current Government pay policy.*

**Closing Date:** 20<sup>th</sup> April 2016

**Application procedure:**

In order to apply for this position, you are required to complete an application form. Application forms are available from the DCU Current Vacancies (Open Competitions) website at [www.dcu.ie/vacancies/current.shtml](http://www.dcu.ie/vacancies/current.shtml) and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 700 5149.

Applications should be submitted by email to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie) or by Fax: +353 (0)1 700 5500 or by post to the Human Resources Department, Dublin City University, Dublin 9.

**Please clearly state the role that you are applying for in your application and email subject line: Job Ref # 304 Assistant Librarian, (Subject Librarian).**

*Dublin City University is an equal opportunities employer*

***Note:** Duties and responsibilities are subject to change as priorities shift and services evolve to meet the changing needs of the university community*