



DUBLIN CITY UNIVERSITY

LIBRARY SERVICES

Assistant Librarian I (Collections and Systems Services)

Fixed Term Contract up to 5 Years

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

Job Title: Assistant Librarian, Electronic Resources and Serials Librarian

Department: Collections and Systems Services

Grade: Assistant Librarian I

Reports To: Sub-Librarian, CSS

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 be a member of the Library's Management Team and will be responsible for the management of the life-cycle processes for electronic resources and print journals. The postholder will provide leadership and expertise to the Periodicals Team coordinating and incorporating electronic resources and print journals into the collections.

The Electronic Resources and Serials Librarian will work closely with the Head of Acquisitions & Cataloguing and the Head of Systems participating in the ongoing design and development of library-wide systems, workflows, and policies for handling electronic resource and journal access and discovery. This postholder will also identify emerging trends and technologies that have the potential to improve efficiency and innovate electronic resource acquisition and management.

Key Duties & Responsibilities:

Duties and responsibilities include, but are not limited to, the following:

- Responsible for the overall management of the library's electronic and print subscriptions from purchase to discovery.
- Management of the library's electronic resource and print journal budgets including the maintenance and presentation of budget and expenditure reports to Library Management.
- To lead and line manage the Electronic Resource and Periodicals team (currently 1.5 FTE), planning, coordinating and managing appropriate and efficient workflows.
- Manage and develop key relationships with relevant suppliers, publishers and agents to ensure the most effective, efficient and timely provision of electronic and print journal resources.
- Negotiate the optimum and most cost-effective purchase of licensed electronic and print journal material both directly and through cross-sectoral consortial participation.
- Manage and administer the licence and authentication rights associated with purchased material and maintain appropriate licence databases.
- Take a key role in the ongoing development and management of DCU Library's electronic and print journal collections particularly with respect to the integration and discoverability of post incorporation collections in this area.
- Work in collaboration with the Head of Cataloguing and the Head of Systems on relevant metadata and discoverability projects.
- Consult and engage with Subject Librarians and Management Team colleagues on content purchasing decisions and discovery requirements.
- Contribute to the overall development of DCU Library's collections management strategy ensuring alignment with DCU's research and teaching & learning priorities.
- Participation in service desk rotas, including early morning, late night and Saturday duties may be required.
- Variation of these and other duties as may be assigned by the Director of Library Services.

Experience and Qualifications:

The successful candidate must hold a Degree and postgraduate qualification in Library and Information Studies.

The successful candidate will be highly motivated; innovative and flexible and enjoy both managing a team and working in a demanding team environment. She/he will have excellent communication skills, both written and oral. A proactive approach to the adoption of new technologies for resource discovery is imperative. An understanding of the landscape of digital and print journal provision would be essential. Experience working in academic library environment is essential.

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: 14th October 2015

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 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 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 #198 Assistant Librarian, Electronic Resources and Serials Librarian.

Dublin City University is an equal opportunities employer