



JOB DESCRIPTION

Assistant Librarian Cataloguing (Research Collections) Library Permanent Contract

Dublin City University

Dublin City University (DCU) is a young, ambitious and vibrant university, with a mission 'to transform lives and societies through education, research, innovation and engagement'. Known as Ireland's 'University of Enterprise', DCU is a values-based institution, committed to the delivery of impact for the public good. DCU was named Sunday Times Irish University of the Year 2021.

DCU is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. More than 18,000 students are enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education.

DCU is committed to excellence across all its activities. This is demonstrated by its world-class research initiatives, its cutting-edge approach to teaching and learning, its focus on delivering a transformative student experience, and its positive social and economic impact. The university continues to develop innovative programmes in collaboration with industry, such as the DCU Futures suite of degrees, which are designed to equip graduates with the skills and knowledge required in a rapidly evolving economy.

DCU's pursuit of excellence has led to its current ranking among the top 2% of universities globally. It is also one of the world's Top Young Universities (QS Top 100 Under 50, Times Higher Top 150 Under 100). In the Times Higher Education University Impact Rankings 2021, DCU ranked 23rd in the world for its approach to widening participation in higher education and its ongoing commitment to eradicating poverty, while it ranks 38th globally for its work in reducing inequality and 89th globally for gender equality.

The university is ranked 23rd in the world and first in Ireland for its graduate employment rate, according to the 2020 QS Graduate Employability Rankings. Over the past decade, DCU has been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

Overview of the department

DCU Library is based on three campus locations (O'Reilly Glasnevin, Cregan St Patrick's, Woodlock Hall, All Hallows College). The Library employs approximately 75 members of staff, representing approximately 63 FTE. The Library manages over 500,000 printed books with other significant collections held in offsite storage. There is a strong emphasis on electronic access and DCU is a member of IReL, a nationally funded programme to acquire electronic content on a consortium basis. The Library also provides access to theses and dissertations, newspapers, web resources and other content types.

The Library has progressed a number of strategic partnerships. These include an alliance with the Jesuit order which saw the transfer of the Library from the Milltown Institute into its care. Other partnerships include those with Poetry Ireland and Children's Books Ireland. Additional information on the Library is available at: <https://www.dcu.ie/library>. Information on the Library's statement of strategy is available at: https://www.dcu.ie/sites/default/files/2020-12/statementofstrategy2020-21_0.pdf.

The Library plays a vital role in the University through the provision of extensive unique and distinct research collections and the availability of expert services. It is responsible for the development and care of print and other research collections through its Special Collections & Archives directorate located in the John & Aileen O'Reilly Library on the University's Glasnevin Campus. To progress and support its growth, DCU Library now seeks to recruit an Assistant Librarian, Cataloguing (Research Collections).

Role Profile

This is a new role within the Library with the aim of promoting the discovery of and access to the full range of our rare, distinct and early printed holdings. The AL will be responsible for prioritising and delivering the cataloguing of research collections, for maximising their discovery potential across traditional and other platforms, and for developing effective relationships within the Library and in the wider academic environment.

The post holder will manage the cataloguing, classification and general planning and organisation of print research collections acquired by the University through donations and institutional arrangements. They will be responsible for developing innovative approaches to providing access to resources, including developing relationships with those engaged in research and study, and identifying effective digitisation opportunities. They will engage with the work of the SC&A directorate in its delivery of services to users, and in developing and maintaining professional and technical standards.

The successful individual will report to the Associate Director, Special Collections & Archives, and will be located primarily in the O'Reilly Library on the Glasnevin Campus, but may also be required to discharge duties on other campuses.

Duties and Responsibilities

The duties and responsibilities of the position include, but are not restricted to, the following:

- Cataloguing and classification of materials from DCU Library's print special collections, including rare and early printed items, and monographs and pamphlets of research interest, using international standards, including LCSH, MARC 21, RDA, ESTC
- General management and organisation of cataloguing of special collections through the Ex Libris library services platform
- Providing guidance on policy and practice in relation to the cataloguing, classification and storage of special collections
- Providing guidance on development and implementation of metadata and standards to describe and enable access to a variety of special collection format types, including digitally
- Advising on and managing the preservation of early printed, rare and vulnerable materials
- Advising on and fully leveraging Ex Libris in order to maximise discovery potential, including liaising with library colleagues
- Advising on the prioritisation of print collections for processing and cataloguing
- Identifying materials suitable for digitisation, and liaising on the management of digitisation and discovery processes

- Developing and managing cataloguing projects, including improving discovery of and physical access to resources
- Promoting the use of research collections in student, staff and researcher communities, and assisting in publicising them to wider user groups
- Other duties as assigned by the University Librarian or the Associate Director of Special Collections & Archives

Qualifications and Experience

- Level 8 or 9 degree in Librarianship and Information Studies or equivalent
- At least 3 years' experience in an academic or research environment working with special collection monographs, pamphlets and/or early printed books
- At least 3 years' experience of online cataloguing of monographs and/or early printed books, using LCSH, MARC21 and RDA

They will also be able to demonstrate the following skills and capabilities:

- High level of motivation and flexibility
- Ability to maintain accuracy under tight deadlines
- Ability to work flexibly and under own initiative, and in a team environment
- Excellent social and communication skills
- Excellent IT skills
- A comprehension of the demands of an academic library and the need to deliver timely services

Essential Training

The successful individual will be required to undertake the following mandatory compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.