



## **JOB DESCRIPTION**

### **Library Assistant I (Collections & Digital Services) Library Permanent (Full Time)**

#### **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.

#### **DCU Library**

DCU Library is based on three campus locations (O'Reilly Glasnevin, Cregan St Patrick's, Woodlock Hall, All Hallows College). The Library employs approx. 75 members of staff, representing approx. 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](https://www.dcu.ie/sites/default/files/2020-12/statementofstrategy2020-21_0.pdf).

### **Overview of the department**

The Collections & Digital Services Directorate (C&DS) has responsibility for acquiring, processing and maintaining access to print and electronic collections. It has responsibility for the Library digital information systems and ensuring these are online and available.

### **Role Profile**

The successful individual will join the Library's Collections & Digital Services Directorate and become a member of its Collections Team. This Team has responsibility for all activities around the management of the Library's collections and the work includes the purchase and acquisition of print and electronic content, cataloguing, processing and preparation of material and the physical management of the Collections. Much of the work is also project-based and involves close collaboration and liaison with other teams within the Directorate and across the Library. The successful individual will be expected to work across multiple sites.

### **Duties and Responsibilities**

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

- Work with the Collections Team across a wide range of activities and across campuses
- Contribute to acquisitions, copy cataloguing and preparation of print and electronic material across three libraries
- Processing of materials located in the Request Collection, including re-location of high use items to open shelves as required
- Assist in the day to day workflows of the Digital Content Store (DCS)
- Assist with workflows for research theses and dissertation ingest
- Support Collections service provision including access to electronic dissertations and monitoring of email queries as required
- Participate in any departmental projects including stock relocation and weeding of print collections
- Participate in library wide rotas as required including late nights and Saturdays
- Participate in any other duties as required by the Associate Director Collections & Digital Services / University Librarian

### **Qualifications and Experience**

Applicants must have a Leaving Certificate with Grade D in at least five subjects, or equivalent. Relevant experience in a medium to large-scale academic library environment is desirable.

In addition, the successful individual will:

- be highly motivated and flexible
- have a high level of familiarity and experience with Collections activities
- have excellent administrative, IT and organizational skills
- have the ability to develop and maintain good working relationships with colleagues both within the department and across the University
- demonstrate a strong customer service orientation and possess excellent communication and interpersonal skills

### **Essential Training**

The postholder 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.