JOB DESCRIPTION

Assistant Librarian (Collections/Cataloguing)
Dublin City University Library
Half-Time, Permanent

Dublin City University

Dublin City University (DCU) is a leading innovative European University. It is proud to be one of the world's leading Young Universities and is among the world's top 2% globally. DCU is known as Ireland's University of Impact, with a mission to 'transform lives and societies' and focuses on addressing global challenges in collaboration with key national and international partners and stakeholders.

DCU has over 20,000 students in five faculties spread across three academic campuses in the Glasnevin-Drumcondra area of North Dublin. Thanks to its innovative approach to teaching and learning, the University offers a 'transformative student experience' that helps to develop highly sought-after graduates. DCU is currently No. 1 in Ireland for Graduate Employment Rate, and for graduate income (CSO).

 DCU is a research-intensive University and is home to a number of SFI-funded Research Centres. The University participates in a range of European and international research partnerships. DCU is also the leading Irish university in the area of technology transfer as reflected by licensing of intellectual property.

As a 'People First' institution, DCU is committed to Equality, Diversity and Inclusion - a University that helps staff and students to thrive. The University is a leader in terms of its work to increase access to education, and is placed in the world's Top 10 for reducing inequalities in the Times Higher Education Impact Rankings.

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 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.

Overview of the Directorate

The Collections & Digital Services Directorate has a specific focus on managing the full lifecycle of print and electronic content and the management and development of the underlying digital infrastructures.

The Directorate guides the management and development of excellent physical and electronic content to support efficient collection management and is the Library's key link point in partnerships with content providers such as IReL and other consortia based approaches to information provision.

Recently DCU Library has implemented the Ex Libris Alma Library Systems Platform (LSP) and Primo Discovery layer, and is currently planning the implementation of the Leganto reading list module. The Directorate works with teams across the Library to maximise the potential of this new infrastructure. The Directorate will continue to identify and progress future opportunities for digital systems and supports, to make best use of digital potential in library end user service delivery.

Role Profile

The post holder will join the Collections and Digital Services Directorate team which has responsibility for the management of bibliographic metadata practices and policies. The Team is responsible for cataloguing collections using a range of international cataloguing and classification standards and a range of collection management activities. The post holder will be required to work across multiple sites.

Duties & Responsibilities

The responsibilities of this post may change as services and strategic priorities develop. Currently the postholder will be expected to:

Strategic

- Participate in the development of Library strategic planning for library collections development and management.
- Work closely with the Collections team and other Directorates to ensure ongoing development and management of library collections.

Metadata Description and Discovery

- Catalogue and classify materials from DCU Library's collections, using international standards, including LCSH, MARC 21, RDA, Dewey Decimal Classification.
- Manage and organise cataloguing through the Ex Libris library services platform.

- Participate actively in the ongoing implementation of the new Library Services Platform (LSP) for cataloguing, collections functionality and discoverability.
- Provide guidance on policy and practice in relation to the cataloguing, classification of collections.
- Provide guidance on development and implementation of metadata and standards to describe and enable access to a variety of format types, including digital.
- Participate in, and contribute to ongoing collection management and collection development initiatives and projects

Collection Management

- Participate in Digital Content Store (DCS) Collections workflows as required.
- Participate in Leganto Reading list collections workflows as required.
- Assist and work with the Collections Team across a wide range of activities including cataloguing and e-resource management, collection management and collection review projects as required.
- Liaise as appropriate, with other DCU Library staff on various cataloguing, classification and collections related queries.

Other

- Contribute to the overall development of library services.
- Represent the library and contribute to relevant committees/meetings as appropriate.

Qualifications and Experience

- The successful candidate will have a degree and a postgraduate qualification in Library and or Information Studies or equivalent.
- Have at least 3 years experience in an academic library or equivalent.
- Previous cataloguing and classification experience is desirable.

Additionally the successful candidate must demonstrate:

- The ability to build and maintain effective partnerships and relationships.
- A high degree of motivation, flexibility and have the ability to work to deadlines and prioritize workloads.
- Knowledge of and interest in current and emerging relevant technologies, systems, and best practice in the Library collections domain.
- Excellent communication and IT 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.