



JOB DESCRIPTION

Assistant Librarian (Collections) Dublin City University Library Full-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 Collections Librarian will lead a dedicated team within the Collections & Digital Services Directorate. The successful applicant will manage the Acquisitions, Cataloguing and Preparation teams and functions within this Directorate. These teams are responsible for the management of the full lifecycle of print and e-books. The role includes responsibility for a range of collection management activities and in support of this will work closely with other Library Directorates.

Duties & Responsibilities

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

Strategic

- Work closely with the Associate Director, Collections & Digital Services to ensure ongoing development and management of library collections.
- Participate in the development of Library strategic planning for library collections development and management.
- Work closely with the Collections team and Assistant Librarians across other Directorates.

Financial and Procurement

- Lead and Manage the Acquisitions team and its activities, setting objectives and planning workflows.
- Have day-to-day responsibility for the management of the acquisition of print book and e-book materials including legal deposit, donated material and theses/dissertations.

- Manage the Library's book budget including reporting on spend activity and trends.
- Liaise with suppliers and third party vendors as appropriate to ensure value for money, continuity and effectiveness of service.
- Engage proactively with colleagues in the library on collection management and acquisitions activities.
- Manage the implementation of appropriate framework and consortia agreements for the purchase of print books and e-books.
- Keep up to date with sectoral and national acquisitions developments and maintaining relationships with colleagues across the sector.

Metadata Description and Discovery

- Lead and manage the Cataloguing and Preparation team and its activities, setting objectives and planning workflows.
- Oversee policy and practice on the cataloguing and classification of library collections across a variety of information types and formats using a range of cataloguing, metadata and description standards.
- Liaise closely with Digital Services colleagues on discoverability, functionality and bibliographic database management.
- Provide advice and guidance as appropriate to other colleagues on cataloguing/metadata policies and practices.
- Participate in, and contribute to ongoing collection management and collection development initiatives and projects.

Collection Management

- Participate actively in the ongoing implementation of the new Library Services Platform (LSP) for acquisitions, cataloguing, collections functionality and discoverability.
- Lead and provide guidance on a range of retrospective cataloguing and stock review projects following large-scale ingest of incorporated print collections.
- Lead and manage the ongoing implementation of the Leganto Reading List module and associated Collections workflows.
- Lead and Manage Digital Content Store (DCS) workflows and processes.

Other

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

Variation of these duties and perform other duties as required by the University Librarian.

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 lead a busy team and demonstrable experience of managing operations and projects.
- 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.
- Strong analytical and problem solving skills.
- 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.