



JOB DESCRIPTION

Assistant Librarian I
Collections, Systems & Administration (CS&A)
Dublin City University Library
Full Time, Fixed Term Contract up to 18 months

Overview

Dublin City University (www.dcu.ie) is a research-intensive, globally-engaged, dynamic institution that is distinguished by both the quality and impact of its graduates and its focus on the translation of knowledge into societal and economic benefit. DCU prepares its students well for success in life, and in the workplace, by providing a high-quality, rounded education appropriate to the challenges and opportunities of the 21st century. As Ireland's University of Enterprise and Transformation, DCU is characterised by a focus on innovation and entrepreneurship and a track-record of effective engagement with the enterprise sector, including commercial, social and cultural enterprises. Excellence in its education and research activities has led to DCU's consistent position in the rankings of the world's top young universities.

Overview of the department

Over the past four years, DCU has grown significantly in terms of physical presence and organisational complexity and the Library played and plays a pivotal role in this through the provision of enhanced information services. DCU Library has developed into a single service based on three campuses with Woodlock Hall and the landmark Cregan and O Reilly library buildings. In line with the new Statement of Strategy, DCU Library will accelerate the digital shift in supporting and partnering with Faculty and Units within the University and to develop and deliver visible, connected and expert services. DCU Library has over a million online and in person visits per annum and provides an extensive portfolio of print and electronic collections for 20,000 students and staff.

Role Profile

The successful applicant will join the Library's Collections, Systems & Administration Directorate and will lead and manage the Acquisitions, Cataloguing and Preparation teams and functions within this Directorate. These teams are responsible for the management of the lifecycle of print and e-books from purchase to discovery. The role includes responsibility for a range of collection management activities and in support of this will work closely with other Library Directorates.

Duties and Responsibilities

Key Duties and Responsibilities

The principal duties and responsibilities of the position include but are not limited to the following:

1. Acquisitions & Collection Management

- Management of the Acquisitions team and its activities, setting objectives and planning workflows.
- 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.
- Management of the Library's book budget including reporting on spend activity and trends.
- Liaison 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.
- Management of the implementation of appropriate framework and consortia agreements for the purchase of print books and e-books.
- Keeping up to date with sectoral and national acquisitions developments and maintaining relationships with colleagues across the sector.

2. Cataloguing

- Management of the Cataloguing and Preparation teams setting objectives and priorities.
- 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.
- Lead and provide guidance on a range of retrospective cataloguing and re-classification projects following large-scale ingest of incorporated print collections.
- Liaise closely with Systems 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.

3. Project Management

- Participate actively in the implementation of the new Library Services Platform (LSP) for acquisitions, cataloguing and collections functionality.
- Plan, co-ordinate and manage a range of projects across the CS&A Directorate.

4. 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.
- The post holder will be required to work across multiple sites.

- Due to current government and University guidelines with regard to Covid-19, remote working may be required

Qualifications and Experience

Essential Criteria:

Applicants must have a degree and equivalent professional qualification in Library and Information Studies.

Desirable Experience

- Minimum of two years post qualification relevant experience in a university environment is desirable.
- Previous staff management or supervisory experience would be desirable.
- The ability to work effectively in a busy collaborative team-based environment.
- The ability to build and maintain effective partnerships and relationships.
- Be highly motivated, flexible and have the ability to work to deadlines and prioritise workloads.
- Demonstrate excellent communication, written and presentation skills.
- Demonstrate a high level of competency in IT.

Mandatory Training

The post holder 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.