Appendix B

Sample Job Descriptions for Institutional Repository

Boston College: Program Manager, eScholarship@BC

Boston College: Digital Media Reference Librarian

Massachusetts Institute of Technology: DSpace System Manager

Massachusetts Institute of Technology: DSpace User Support Manager

University of Denver: Digital Initiatives Coordinator

University of Houston: Digital Initiatives Coordinator

University of Houston: Digital Initiatives Fellowship

University of Iowa: Coordinator for Digital Initiatives

University of Iowa: Digital Initiatives Librarian

University of Michigan: Coordinator, Institutional Repository Initiative

University of Tennessee: Metadata Librarian

University of Vermont: Digital Initiatives Librarian

University of Wisconsin – Madison: Institutional Repository User Support Manager

University of Wisconsin – Madison: Information Processing Consultant

Virginia Commonwealth University: Digital Repository Librarian

Virginia Commonwealth University: Web Applications Manager
Reporting to the Head of Reference and Instructional Services, the eScholarship@BC Program Manager has primary responsibility for coordinating the development of the eScholarship@BC initiative. A key component of this position will be to fully develop the scope of the Institutional Repository services provided by the Library, communicating with and providing support to Institutional Repository participants (communities) ensuring software functionality, and establishing quality-control standards and procedures. Participates in other reference activities.

**Responsibilities:**

- Coordinate all aspects of eScholarship@BC, including service definition, user support, policy development, marketing, communication, and user support and training.

- Perform user training for eScholarship@BC community users.

- Provide expertise, assistance and training to the library’s public services staff in their support of eScholarship@BC end-users.

- Coordinate and manage the definition and setup of new eScholarship@BC communities, and coordinate and communicate with library subject specialists on support for all eScholarship@BC communities.

- Perform outreach to the Boston College community, including faculty site visits and open training.

- Make recommendations on new functionality to the Digital Commons software used with eScholarship@BC, based on feedback from faculty, submitters, and library staff.

- Work with public relations organizations to publicize eScholarship@BC.

- Coordinate importing of historical collections into eScholarship@BC with the System Manager, including collection assessment, metadata consulting, conversion referral, and developing metadata crosswalks if necessary.

- Provide consultation on university policies and legal and regulatory issues related to intellectual
Library Employment & Job Openings
Staff Employment

**POSITIONS AVAILABLE:**

Digital Media Reference Librarian

Digital Media Reference Librarian, O’Neill Library, Boston College

**Level 25**

**Reference:** # 1286

The Digital Media Reference Librarian is a member of O’Neill Library Reference Department and reports to the eScholarship Program Manager. The Digital Media Reference Librarian provides leadership and expertise in the development of the Boston College Library digital media collections and the integration of traditional and emerging media technologies and services, in support of the library’s reference and instructional services and collection building.

**Manage the O’Neill Library Media Center:**

- Manage daily operations and oversee the work of 3 FTE and 1 PT staff.

- Provide leadership in developing new and innovative collections and services and the effective use of Media space.

- Work collaboratively with other library departments and department heads in the acquisitions and cataloging of media materials and in the installation of equipment.

- Coordinate circulation and access policies and procedures for media materials in consultation with Library circulation services; and assist in the formulation of format collection development policies.

- Manage the physical organization and preservation of media collections. Provide, develop and investigate mechanisms for individual and group previewing of the media collection. Provide, develop and investigate production facilities for student, faculty and staff creation of media-rich scholarship.

- Provide facilities and the booking system for classes to view media collections. Manage equipment that supports media collections.

- Review new media technologies and products and make recommendations to Library Administration.

**Digital Projects:**

- Provide media expertise in the development of the Boston College Library digital library and the eScholarship@BC initiative; work with the Library’s Systems Office and appropriate library working groups and committees to support the development of the Boston College Library digital library in the planning, coordination, creation, and implementation process; manage a digital media production unit, advise on the criteria for digital project selection and ascertain media resource requirements for digital projects.

- Collaborate with subject specialists, the Instructional Technology Librarian, Academic Technology Services (ATS) and faculty in the development of web and multimedia training programs for faculty, students, and staff, including multimedia integration within WebCT and library instruction programs.
• Assist in the integration of traditional and emerging media in the delivery of library services, including library developments such as the Boston College Digital Library (BCD Library), and eScholarship@BC, which includes the Institutional Repository, the Electronic Journal Project and the Boston College Electronic Dissertation and Thesis Program.

• Works collaboratively with non-library campus units on media projects.

Collection Development:

• Work with library subject specialists and campus faculty in the selection of materials that support curricular efforts, campus needs and BC community interests.

Reference and Instructional Services:

• Provide reference support for students and faculty using media materials and through service at the O’Neill Reference desk and participation in the O’Neill library instructional program.

• Collaborate with the Manager of Instructional Services and the Instructional Technology Librarian to develop or furnish media services and support for the library’s reference and instructional programs.

Required: ALA MLS or Masters Level Degree in Media/Educational Technologies; 3 years management experience in a University or College setting.

Experience with the supervision of staff; various analog and digital media types, instructional digital technologies in support of teaching, various web technologies; and innovative delivery of collections and pedagogical tools.

We will be accepting resumes through May 13, 2005.
MIT DSpace System Manager

Reporting to the MIT Libraries Associate Director for Technology as part of the Libraries’ Systems Office, the DSpace system manager has primary responsibility for aspects of the technical management of DSpace. The position will require a knowledgeable, enthusiastic, and self-motivated individual.

Responsibilities include:
• Primary responsibility for all aspects of the DSpace system’s technical management
• Write and maintain technical documentation for the system
• Coordinate with DSpace-related research and development projects, and work with developers on integrating new functionality into the production system
• Coordinate related work by the Libraries’ Systems Office and IS staff, including training
• Manage the DSpace open source code process and work with federation partners to successfully deploy and manage the system
• Perform system monitoring, testing and debugging
• Develop portions of DSpace related to system administration
• Monitor and upgrade DSpace utility programs and middleware
• Develop approved system enhancements
• Manage hardware contracts and system administration tasks for DSpace servers, documenting operational issues
• Assist with other library systems development projects as appropriate
• With the Product Manager, represent DSpace to the general library community
• Serve as backup for the User Support Manager during absences
• Participate in projects and teams working on activities related to DSpace

Qualifications:
• Master’s degree in computer or library science, or equivalent experience
• Experience programming (especially java), working as part of a larger development team, and manage code written by others
• Understanding of network (especially web) development issues
• Experience with Unix systems and basic system administration skills
• Understanding of library mission and ability to communicate operational requirements clearly to key library staff at MIT and other institutions
• Excellent communication and interpersonal skills

Desired:
• Experience building and maintaining complex library systems
• Experience with Open Source development projects and procedures by which source of a project is shared with the community
MIT DSpace User Support Manager

Reporting to the MIT Libraries Associate Director for Technology as part of the Libraries’ Systems Office, the DSpace User Support Manager has primary responsibility for managing the communication with and support of DSpace users (both submitters and researchers). The position will require a knowledgeable, enthusiastic, and self-motivated individual.

Responsibilities include:
• Primary responsibility for all aspects of the DSpace system’s user management, including coordination and communication with Libraries Public Services staff and Subject Specialists on support for MIT DSpace communities
• Write and maintain user documentation for the system, including system help pages
• Perform user training for library staff and other users (submitters, researchers)
• Coordinate and manage the definition and setup of new DSpace communities
• Perform outreach to MIT community, including faculty site visits and open training
• Plan and implement usability tests of the user interface and recommend user interface changes based upon test results. Coordinate with user interface developer to implement changes
• Make recommendations on new functionality for DSpace based on feedback from faculty, submitters and the MIT Libraries and serve as liaison with the DSpace Steering Committee to develop policies and prioritize enhancements
• Work with public relations organizations (e.g. Libraries’ Communication Coordinator, Provost’s Office Communications Officer, News Office, etc.) to publicize DSpace
• Coordinate importing of historical collections into DSpace with the System Manager, including collection assessment, metadata consulting, conversion referral, and developing metadata crosswalks if necessary
• Provide consultation on Institute policies and legal and regulatory issues related to intellectual property and sponsored research as they relate to DSpace
• Work on projects and teams with library and other groups at MIT who are closely aligned with services provided by DSpace (e.g. Metadata Advisory Group, OCW initiative)
• Chair the DSpace Advisory Group and participate in the DSpace Policy Committee

Qualifications:
• Master’s degree in library science, or equivalent experience
• Experience with using, and helping others in an academic setting use web-based software
• Extensive knowledge of library practices and goals, especially with regard to technology
• Working knowledge web-based publishing tools and practices (e.g. HTML)
• Excellent written and oral communication skills and interpersonal skills
• Understanding of library mission and ability to communicate system mission and functionality clearly to key library staff and users at MIT and other institutions

Desired:
• Experience supporting complex library systems
• Knowledge of the MIT community and research interests
University of Denver, Penrose Library

Job Title: Digital Initiatives Coordinator   Job Open Date: 07-15-2005

Posting Hiring Range: Minimum of $75,000, salary will commensurate with experience

This faculty position provides creative and dynamic leadership, expertise and coordination for all technology-based projects and services and reports to the Dean and Director of Penrose Library.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

The position identifies, evaluates and recommends software solutions for digital content, standards-based methods and best practices related to access to digital resources, web design and web-based applications and the development of digital preservation strategies. Directs Penrose Library Systems Department, which manages and maintains the library's technology environment, including telecommunication, workstation and server hardware and software, the library's website, and the integrated library system. This position represents the library in advancing the importance of digital initiatives in meeting the University's mission, through communication with external entities on campus and statewide. Serves in a leadership role as Facilitator of the Digital Library Team, and serves as a member of the library's Policy Council. Engages in scholarly activities through research and publication. Participates in national and regional professional organizations. Serves on library and campus committees.

Preferred Qualifications

Expertise with application of information technology in library services. Experience in an academic library. Experience with Innovative Interfaces, Inc. integrated library system. Experience managing a digital library system.

Minimum Qualifications

These qualifications refer to education and/or experience. Strong interpersonal skills and ability to communicate clearly and knowledgeably, verbally and in writing. Proven ability to manage in a highly collaborative environment of teamwork and cooperation. Evidence of commitment to professional development and scholarly activities through research, publication, and service to national and regional professional organizations.

Required Qualifications

These qualifications are mandatory in order to perform the functions of the job (i.e. valid drivers license, certifications.)

ALA-accredited MLS degree or equivalent advanced academic qualification in information technology or information services.

Proven knowledge of systems development and experience in implementing web and database applications. Evidence of innovation in implementing emerging information technologies. Working knowledge of digital preservation trends. Expertise with application of information technology in library services. Demonstrated knowledge of standards-based metadata schemes, such as XML, EAD, and METS. Demonstrated ability to plan, manage and oversee complex projects. Five years of ever increasing management responsibility.
University of Houston Digital Initiatives Coordinator Position

Charles W. Bailey, Jr. cbailey@uh.edu
Posted on XML4LIB Fri Jan 11 14:50:22 EST 2002

POSITION ANNOUNCEMENT:

Digital Initiatives Coordinator (New Position)

Responsibilities: Reporting to the Head of Systems, the Digital Initiatives Coordinator will manage or provide technical support for diverse special projects involving digital information and cutting-edge computing/networking technologies. Supervises the Digital Initiatives Fellow (recipient of a two-year fellowship). Acts as a liaison to library departments about emerging digital information infrastructure needs. Evaluates and recommends new technologies. Develops or supervises development of project-related Web sites, software, and support systems as required. Works closely with the Digital Services Coordinator about related Web/Millennium issues and the Coordinator of Distributed Computing about related server/workstation support issues. Examines digital preservation issues.


Salary: $41,000 to $46,000 expected hiring range, depending on qualifications. Excellent benefits package, including choice of health coverage; choice of retirement programs including TIAA-CREF; tax-deferred annuity program available; release time to take a class up to 3 hrs/week; no state or local income tax.

Library Information: Reporting to the Assistant Dean for Systems, the Systems Department consists of the Head of Systems, the Coordinator of Distributed Computing, the Digital Initiatives Coordinator, the Digital Initiatives Fellow, the Digital Services Coordinator, and six exempt technical professionals. It supports a UNIX server for the Java-based Millennium integrated library system (Innovative Interfaces), two Linux-based Apache Web servers, an NT-based Microsoft IIS Web server, and a Citrix MetaFrame Server. It will use ColdFusion to create database-driven Web sites. It also supports over 350 networked NT workstations in the main library and four branch libraries; over a dozen CD-ROM, NT, and IntranetWare servers; a large-scale internal network (the Libraries are in the process of migrating to a 100Base-T/Gigabit Ethernet network), and numerous software packages. The Libraries anticipate the construction of a large new wing on the main library in the near future that will greatly expand their computing and networking infrastructure.

The UH Libraries are a member of the Association of Research Libraries, the Big 12 Plus Libraries Consortium, and the Texas Digital Library Alliance. They hold over 2 million volumes and have a current materials budget of $6 million. Total staff includes 48 professionals and 120 support staff.

General Information: The University of Houston campus comprises 14 colleges and schools offering close to 80 degree programs with an enrollment exceeding 32,000 students, 7,200 of whom are enrolled in graduate studies. Reflecting the multicultural community of metropolitan Houston, UH is the most ethnically diverse research university campus in the nation.
University of Houston Digital Initiatives Fellowship

Charles W. Bailey, Jr. cbailey@uh.edu
Posted on web4LIB Fri Jun 30 13:09:33 EDT 2000

POSITION ANNOUNCEMENT:

DIGITAL INITIATIVES FELLOWSHIP

Responsibilities: Reporting to the Head of Systems, the Digital Initiatives Fellowship is a two-year internship that offers a recent graduate the opportunity to work in an technologically advanced research library on diverse special projects involving digital information and cutting-edge computing/networking technologies. The Fellow will be mentored by technical experts in Systems and will work closely with other staff throughout the Libraries.

Qualifications: Required: Master’s degree that was obtained in the last twelve months from an ALA-accredited library school. Ability to work cooperatively with all levels of staff. Excellent communication skills. Ability to effectively set and attain goals in a fast-paced, constantly changing environment. Preferred: academic (or other) training in information technology.

Salary: $31,000. Comprehensive benefits package; choice of retirement programs including TIAA-CREF; tax-deferred annuity program available; release time to take a class up to 3 hours/week; no state or local income tax.

Library Information: Reporting to the Assistant Dean for Systems, the Systems Department consists of the Head of Systems, the Digital Services Coordinator, the Coordinator of Distributed Computing, the Systems Librarian, the Digital Initiatives Fellow, and six exempt technical professionals. It supports a UNIX server for the Java-based INNOPAC Millennium integrated library system, two Linux Web servers, and a NT Web server. It also supports over 350 networked NT workstations in the main library and four branch libraries; a dozen CD-ROM, NT, and IntranetWare servers; a large-scale internal 10Base-T Ethernet/FDDI network (that will soon migrate to a 100Base-T/Gigabit Ethernet network) and numerous software packages. The Libraries anticipate the construction of a large new wing on the main library in the near future that will greatly expand their computing and networking infrastructure.

The Libraries are a member of the Association of Research Libraries, the Big 12 Plus Libraries Consortium, and the Texas Digital Library Alliance. They hold about 2 million volumes, and have a current materials budget of $4.2 million. Total staff includes 48 professionals and 120 support staff.
COORDINATOR FOR DIGITAL INITIATIVES

Position Description: The Coordinator for Digital Initiatives (CDI) provides leadership, coordination and advice for digital library activities within the University of Iowa Libraries and, in collaboration with the campus community, for the University as a whole. Reporting to the Director for Collections and Content Development, the CDI works closely with information technology units on campus and in the Libraries, and with collection management, preservation, technical services and other library staff in developing and expanding digital library activities. The CDI collaborates with other units and departments on campus to offer advice and assistance for digital initiatives. The CDI works closely with other library units to ensure that the full range of library expertise and resources are utilized in building and managing digital collections. The CDI also works closely with academic units across the University to identify, convert, preserve, and share digital objects; identifies assets in need of services, develops relationships with those responsible for managing such assets, and shares expertise about archiving and metadata with the campus; and seeks opportunities for statewide, national, and international partnerships.

The CDI manages the budget of the unit, coordinates and implements projects, and seeks external funding sources to continue the unit’s work; collaborates with appropriate technology staff to integrate the work of the digital initiatives unit with the digital library architecture of the Libraries and University.

The CDI participates in the larger digital library community by actively exploring questions related to digital repositories, and works to share that knowledge through professional service, presentations, publications, and other means.

Context: The Coordinator for Digital Initiatives will oversee a digital initiatives unit that is expected to further the creation of and access to research and scholarly material in digital form from across the University of Iowa, both born digital objects and physical objects captured in digital form. The unit will support in-house and externally contracted digitization services, and seek to provide the best quality and most sustainable digital objects or surrogates possible at a reasonable cost. In collaboration with subject specialists, staff from Academic Technologies, and others, the unit will offer expertise and services to departments, labs, and centers of the University, in support of the creation, collection, archiving, and dissemination of digital content. To ensure high quality access to the digital objects, the CDI works with other Libraries staff to develop metadata standards for digital assets and share them with the campus through documentation, training, and collaborative project planning. The CDI monitors and participates in national and international initiatives to ensure that local practice is compatible with emerging standards in the larger digital collections community.

Qualifications

Required: An ALA-accredited masters degree in library or information science, or the equivalent combination of advanced degree and relevant experience; demonstrated understanding of emerging standards in digital library systems and their application to digital repositories in academic settings; demonstrated involvement in relevant professional activities; familiarity with best practices for digitization, for metadata development and capture, and for archival storage of digital objects; ability to work in a complex organization, build and nurture a cross functional team, and collaborate with a wide variety of partners; ability to work well with faculty and other academic staff; excellent written and verbal communication skills; evidence of planning and project management skill.
Desired: Experience in obtaining external funding; two or more years of growing responsibility and accomplishment in digitization or digital repository development; experience partnering with diverse coalitions, experience in academic and/or research library environments; experience with the creation and capture of a wide variety of digital formats; familiarity with digital asset management tools such as DigiTool, ContentDM, etc.; experience with design and development of digital library architecture and tools; financial management experience.

Salary and appointment: Appointment will be made at the Librarian II, III, or IV level. The salary range is $40,000 - $70,000. The University of Iowa offers an attractive package of benefits including 24 days of paid vacation per year, TIAA/CREF retirement, and a flexible selection of medical, life, dental, and vision insurance, childcare credit, and additional options.

The University of Iowa Libraries: The University of Iowa library system consists of the Main Library, the Hardin Library for the Health Sciences and 10 branch libraries (Art, Music, Business, and the sciences). With more than 4 million volumes, the Libraries ranks 30 out of 113 among the Association of Research Libraries for size of collections. InfoHawk, the Libraries’ integrated online system, uses ExLibris’ Aleph 500 software. The Libraries has been innovative in the development of services related to digital technologies with the creation of such units as the Information Arcade and Information Commons. The University Libraries is an active member of the Online Computer Library Center (OCLC), the Committee on Institutional Cooperation (CIC), the Center for Research Libraries (CRL), the Association of Research Libraries (ARL), the Coalition for Networked Information (CNI), and the ARL SPARC Project. The Libraries provides a program of support for professional development activities and its staff members are actively engaged in national cooperative efforts.

The University and Iowa City: A major research and teaching institution, the University of Iowa offers internationally recognized programs in a diverse array of academic, medical, and artistic disciplines, from otolaryngology to fiction writing, printmaking to space science, hydraulic engineering to dance. The University consists of a faculty of 2000 and a permanent staff of 15,000 serving 29,000 students, close to 10,000 of whom are registered in graduate and professional degree programs. Approximately 8% of the University’s workforce is minority faculty and staff, 9% of the student body are members of minority groups, and 7% are international students. Iowa City is a community of some 63,000 people with excellent educational, recreational, and cultural advantages and was ranked the number one metropolitan area in which to live by Editor & Publisher Market Guide in 1999. It is readily accessible via interstate highways and a major airport only 30 minutes away.

Application Procedures: Applications must be received by October 29, 2004. Qualified applicants should submit, via US Mail or e-mail, a letter of application, resume, and the names, addresses, and telephone numbers of three references to: Susan Marks, Coordinator, Human Resources & Diversity Programs, University of Iowa Libraries, Iowa City, IA, 52242-1420 (319-335-5871), lib-search at uiowa.edu <mailto:lib-search at uiowa.edu>.

THE UNIVERSITY OF IOWA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. WOMEN AND MINORITIES ARE ENCOURAGED TO APPLY.

For more information about the University of Iowa Libraries, see our website at http://www.lib.uiowa.edu/index.html
Position Description: This position is in Digital Library Services, a new department in the University of Iowa Libraries that provides a variety of services to the library and the campus community in support of digital library initiatives. Reporting to the Coordinator for Digital Initiatives, the incumbent plans and manages projects and serves as the department’s primary contact with content providers, working closely with information technology units on campus and in the Libraries, and with collection management, preservation, technical services and other library staff. Project management includes training and consultation, identifying appropriate standards and best practices, establishing workflows, advising on issues of preservation and rights management, and ensuring interoperability among digital library systems. Content providers may include not only special collections and other library staff, but also individuals and units across the University and throughout the state.

In addition to managing specific projects, the incumbent serves as local expert across all projects in one or more of the following areas of specialization: scanning and digitization standards, format-specific best practices (such as maps, newspapers, audio recordings, etc.), user interface development, or methods for ensuring quality control. Participation in professional organizations, library committees, and University task forces is expected.

Qualifications

Required: An ALA-accredited masters degree in library or information science; demonstrated understanding of emerging standards in digital library systems in an academic setting; familiarity with best practices for digitization, metadata, and archival storage; demonstrated planning and project management skills; excellent written and oral communication skills; ability to work well with faculty and other academic staff; and demonstrated interest in professional development, such as committee work (at the library, university, state, regional, or national level), research, publication, teaching, and/or continuing education.

Desired: Experience with a digital library management system, including CONTENTdm and/or DigiTool; familiarity with large-scale digital library projects such as digitization of cultural heritage materials; demonstrated ability to work in a collaborative environment as well as independently; evidence of problem-solving skills; experience with the creation and capture of a wide variety of digital formats; demonstrated skill in providing technical training (one-on-one or small group) to users with limited technical expertise; and general understanding of the mission and functions of a research library and the information needs of academic users.

Salary and appointment: Appointment will be made at the Librarian I level. The salary range is $40,000–$43,000. The University of Iowa offers an attractive package of benefits including 24 days of paid vacation per year, TIAA/CREF retirement, and a flexible selection of medical, life, and dental insurance, childcare credit, and additional options.

The University of Iowa Libraries: The University of Iowa library system consists of the Main Library, the Hardin Library for the Health Sciences and 10 branch libraries (Art, Music, Business, and the sciences). With more than 4 million volumes, the Libraries rank 30 out of 113 among the Association of Research Libraries for size of collections. InfoHawk, the Libraries’ integrated online system, uses ExLibris’ Aleph 500 software. The Libraries has been innovative in the development of services related to digital technologies with the creation of such units as the Information Arcade and Information Commons. The University Libraries is an active member of the Online Computer Library Center (OCLC), the Committee on Institutional Cooperation (CIC), the Center for Research Libraries (CRL), the Association of Research Libraries (ARL), the
Coalition for Networked Information (CNI), and the ARL SPARC Project. The Libraries provides a program of support for professional development activities and its staff members are actively engaged in national cooperative efforts.

**The University and Iowa City:** A major research and teaching institution, the University of Iowa offers internationally recognized programs in a diverse array of academic, medical, and artistic disciplines, from otolaryngology to fiction writing, printmaking to space science, hydraulic engineering to dance. The University consists of a faculty of 2000 and a permanent staff of 15,000 serving 29,000 students, close to 10,000 of whom are registered in graduate and professional degree programs. Approximately 8% of the University’s workforce is minority faculty and staff, 9% of the student body are members of minority groups, and 7% are international students. Iowa City is a community of some 63,000 people with excellent educational, recreational, and cultural advantages and was ranked the number one metropolitan area in which to live by Editor & Publisher Market Guide in 1999. It is readily accessible via interstate highways and a major airport only 30 minutes away.

**Application Procedures:** To apply for this position visit our website at [http://jobs.uiowa.edu](http://jobs.uiowa.edu). To help facilitate your search for this position on the Jobs@UIOWA website, please note the requisition number 051784. Application deadline: September 16, 2005.

**THE UNIVERSITY OF IOWA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. WOMEN AND MINORITIES ARE ENCOURAGED TO APPLY.**

For more information about the University of Iowa Libraries, see our website at [http://www.lib.uiowa.edu](http://www.lib.uiowa.edu)
DUTIES:
The University of Michigan Library is undertaking a two year effort to establish an Institutional Repository for the capture, storage, dissemination, and preservation of University of Michigan digital content developed for teaching and research. Over a two-year period, the Coordinator of the IR Initiative has responsibility for creating a viable and well-integrated effort whose longer-term staffing and maintenance needs will be assessed at the end of the implementation effort. The UM Institutional Repository will be populated initially with approximately 6,000 publications (650,000 pages) from leading schools and institutes, and is scheduled to begin receiving electronic dissertations in the 2004-2005 academic year. The Coordinator will undertake an outreach program to begin to acquire current preprints from individual faculty, as well as large collections of publications (many retrospectively converted) from other schools and institutes on campus. For the duration of the implementation period, the Institutional Repository effort will reside organizationally within the Library Information Technology (LIT) division, reporting to the Associate University Librarian for Library Information Technology. The Coordinator of the Institutional Repository Initiative is expected to provide vision and leadership for the UM Institutional Repository within the University of Michigan, but also to play a role nationally in organizations such as the Digital Library Federation. The Coordinator of the Institutional Repository Initiative works with other LIT management staff to provide strategic vision and planning for the division.

NOTE: Rank is anticipated at Senior Associate or Librarian. Final rank and salary will be commensurate with the candidate’s experience and professional achievement. This position may be filled at the Assistant, Associate, Sr. Associate, or full Librarian level depending on the qualifications and experience of the selected candidate.

NOTE: To apply, please send a cover letter and copy of curriculum vitae to: Diane Wyatt, Library Human Resources; 404 Hatcher Graduate Library North; University of Michigan; Ann Arbor, MI 48109-1205. Contact 734 764-2546 between 8am-5pm (Monday-Friday) for further information.

NOTE: Applications received by 8/9/04 will be given first consideration. Candidate in mind. The University of Michigan is a non-discriminatory, affirmative action employer.

DEPARTMENT QUALIFICATIONS:
* An ALA-accredited Master's degree in Library or Information Science; or an equivalent combination of an advanced degree and relevant experience;
* Demonstrated skills in project management, consensus building and problem solving;
* Excellent organizational and communication (oral and written) skills;
* Demonstrated ability to work effectively with culturally diverse faculty, students, and staff;
* Familiarity with CGI, SQL, Perl, XML, and emerging Web technologies;
* Experience in academic and/or research library environment;
* Familiarity with the emergence of Institutional Repositories, including issues, policy matters, and strategies for securing appropriate content.

Questions about applying for this position can be E-mailed to employment.services@umich.edu
The University of Tennessee
University Libraries

Library Support Services

Position: Metadata Librarian

Appointment Rank: Assistant or Associate Professor

Salary: Minimum $42,000

Available: January 1, 2006

Are you creative and energetic? Are professional growth and change important to you? Do you want to work in a team-based academic library environment? If so, consider a position at the UT Libraries. East Tennesseans benefit from affordable housing, excellent outdoor recreational facilities at the foot of the Great Smoky Mountains, mild weather, friendly citizens, and a thriving and vibrant art community.

The Metadata Librarian provides leadership for the University of Tennessee Libraries on all metadata issues, coordinates with constituencies inside and outside the libraries on these issues, is the resident authority for metadata and digitization standards, and helps establish and implement policies for the libraries. The Metadata Librarian reports to the Head of Technical Services and Digital Access and is a member of that Team. The librarian is a member of the Digital Library Center’s Steering Committee, which selects the digital projects. The librarian works closely with the Digital Initiatives Coordinator and the Digital Library Programmer, who are based in the Library Technology Services, in the completion of chosen projects. Please see the Digital Library Center website at http://diglib.lib.utk.edu/dlc/ for more information. This is a tenure track position, with the requisite requirements of research and service. Recent graduates and candidates working on statewide digital projects are encouraged to apply.

Specific Duties include:

Metadata

• Maintain knowledge of national and international descriptive, technical and administrative metadata standards and schema and be responsible for interpreting and adapting those metadata schema for local purposes.
• Select the appropriate metadata scheme for each project.
• Coordinate the creation and management of, and training in, descriptive and other metadata for the selected projects.
• Work closely with content providers and Library Technology Services in the development of metadata.

Production

• Oversee the process of digitization of various types of materials (including, but not limited to, print, slides, photographs, maps, scores, music). Responsibility for evaluating digital projects for outsourcing or in house production. Responsibility for directing any outsourced project(s).
• Choose the appropriate digitization standards and the text extraction methods for individual projects or objects. With the Preservation librarian, chooses archival format and preservation standards for these projects
• Supervise (hire, evaluate, train) staff, which currently consists of a GA at ¼ FTE and a student worker.

Other

• Work with the Team Leader to integrate production of metadata into the Technical Services and Digital Access Team, including responsibility for training staff members in the production of metadata.
• Assist with grant submissions for additional projects and contributes to the development of a statewide
digital library.
• Participate in national metadata initiatives.
• Perform outreach to other areas of campus to increase understanding and use of digital objects in teaching,
learning, and research.
• Assist the Team in maintaining the Team’s web site and helping with XSLT use in Aleph ILS
implementation
• Participate in the implementation of and training in Digitool, the university’s Institutional Repository.
• Perform research and service needed for promotion and tenure.

Required Qualifications:

Master’s degree from an ALA-accredited program. Direct, relevant experience with creating and using
non-MARC metadata schema and XML in a higher education setting or experience as full time or student
employee staff member in a Digital Library. Knowledge of administrative metadata for various types of
objects. Knowledge of developing standards such as MODS, METS, PREMIS and DC. Knowledge of current
and emerging cataloging rules and standards. Excellent oral and written communication skills. Ability
to work both independently and collaboratively with several different constituencies. Flexibility and the
willingness to learn and adapt.

Preferred Qualifications:

Digital library experience is strongly preferred. Academic library experience. Experience in training others.
Familiarity with relational database structure. Experience with digitization software and digitization
standards. Experience with grant projects.

Environment:

The institution welcomes and honors people of all races, creeds, cultures and sexual orientations, and values
intellectual curiosity, pursuit of knowledge, and academic freedom and integrity.

The University of Tennessee is the state’s flagship institution of higher education, offering comprehensive
programs of undergraduate, graduate, and professional education; research; and public service throughout
the state. Enrollment in the statewide system is approximately 42,000. Our students come from every county
in Tennessee, every state in the nation, and many foreign countries. The university holds the Carnegie
Doctoral/Research-Extensive classification. It is the oldest and largest public institution of higher education
in Tennessee, founded in Knoxville in 1794, two years before Tennessee became a state.

The University of Tennessee Libraries, with an annual budget of more than $13 million, includes the John
C. Hodges Main Library; the James D. Hoskins Library, which includes the Map and Special Collection
Libraries; the Webster Pendergrass Agriculture and Veterinary Medicine Library; and the George F. DeVine
Music Library. The Social Work Library is located in Nashville. Over three hundred persons are employed,
including 58 librarians, 10 exempt, 123 non-exempt, and 150 students. UT Libraries is a member of the
a Web-based information system and access to a variety of electronic information sources.

Additional information about this position and the UT community is available at
http://www.lib.utk.edu/lss/lpp/metadata.html
Salary and Benefits:

Appointment at rank of Assistant or Associate Professor, dependent upon qualifications. Minimum salary is $42,000. Faculty rank and status; twelve-month, tenure-track appointment. Library faculty must meet University requirements for promotion and tenure. Excellent benefits include 24 annual leave days; choice of state retirement plan or TIAA/CREF with nonrefundable contributions paid for the employee by the University; optional group health and life insurance plans. Tuition remission is available for all university employees; partial undergraduate tuition remission is available to dependent children and spouses of UT employees.

Review of applications will begin October 1, 2005 and will continue until the position is filled. Send cover letter addressing the above qualifications, a current resume, and the names, addresses, e-mail addresses, and telephone numbers of three recent references to: Gail Conner, Manager, Library Personnel & Procurement, 1015 Volunteer Blvd., Knoxville, TN 37996-1000. Application materials may be sent via email attachment to gconner@utk.edu.

The University of Tennessee does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in provision of educational programs and services or employment opportunities and benefits. This policy extends to both employment by and admission to the University.

The University does not discriminate on the basis of race, sex, or disability in the education programs and activities pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990.

Inquiries and charges of violation concerning Title VI, Title IX, Section 504, ADA or the Age Discrimination in Employment Act (ADEA) or any of the other above referenced policies should be directed to the Office of Equity and Diversity (OED), 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone (865) 974-2498 (V/TTY available) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Human Resources Management, 600 Henley Street, Knoxville, TN 37996-4125.

John C. Hodges Library • 1015 Volunteer Boulevard • Knoxville Tennessee 37996-1000

Telephone 865-974-4351 Voice / 865-974-4180 TDD • 28HContact Us
Digital Initiatives Librarian/Library Assistant Professor

Salary: $40,000 to less than $50,000

Institution: Bailey/Howe Library, University of Vermont

Location: Vermont

Date posted: 8/29/2005

Digital Initiatives Librarian/Library Assistant Professor

The Bailey/Howe Library, University of Vermont, invites applications for the position of Digital Initiatives Librarian/Library Assistant Professor. The Institute for Museum and Library Services has recently awarded the University of Vermont a twelve-month grant with a possible extension to develop a Vermont Center for Digital Initiatives. The Digital Initiatives Librarian will play a leadership role in planning, implementing, and supporting digital collections and services. Under the supervision of the Director of Research Collections, the Digital Initiatives Librarian will participate in the creation of policies and procedures for the production and management of digital content, particularly regarding selection criteria, capture standards, metadata, workflow, and quality control; create and manage a pilot project of Congressional Records; perform outreach and communicate information about Libraries digitization and digital projects; investigate preservation strategies; assist in the identification and writing of grant proposals geared towards the creation of digitization and digital projects; and participate in software and hardware selection.

REQUIRED QUALIFICATIONS: ALA-accredited Master's degree in Library Information Science; experience working with digitization/digital projects; working knowledge of XML, HTML, or other Web-related markup languages; experience with web site design and organization; experience with standards-based metadata schemes, such as Dublin Core, METS, EAD, and TEI; experience with digital asset management tools, preferably ContentDM; ability to work effectively in a team setting; excellent interpersonal and communication skills.

PREFERRED QUALIFICATIONS: Experience with OCR applications; relational database design and implementation experience; experience writing grants; experience working in an academic library; demonstrated project management experience.

SALARY AND APPLICATION INFORMATION: Qualifications should merit appointment at the rank of Library Assistant Professor (non-tenure track). Salary is commensurate with experience, not less than $42,025 for this position. Benefit package includes TIAA/CREF or alternate plan, managed health care plan, and 22 days of annual paid vacation. Review of applications will begin on August 15, 2005 and continue until the position is filled. Anticipated start date is November 1, 2005. Apply on line at http://www.uvmjobs.com with letter of application, vita, and names and contact information for three professional references.

The University of Vermont is an AA/EO employer.

Prof Christopher Burns
Library Assistant Professor
Special Collections
Bailey/Howe Library, University of Vermont
538 Main Street
Burlington, VT 05405
USA
DSpace User Support Manager position // UW-Madison
Charles Dean cdean@facstaff.wisc.edu
Posted on Dspace-general Mon Feb 9 13:07:00 EST 2004

The General Library System, University of Wisconsin-Madison is seeking an Institutional Repository (DSpace) User Support Manager. The application deadline is February 20, 2004. The position vacancy announcement #46775 follows here, and can also be seen at http://www.ohr.wisc.edu/pvl/pv_046775.html

UNIVERSITY OF WISCONSIN-MADISON
Position Vacancy Listing PVL# 46775
Working title: INSTITUTIONAL REPOSITORY USER SUPPORT MANAGER
Official title: ASSOC ACAD LIBRARIAN(R04FN)
Degree and area of specialization: ALA Accredited Masters degree in Library Science
Minimum number of years and type of relevant work experience:

Required: Experience training faculty and/or staff in the use of web-based publishing tools, preferably in an academic setting; working knowledge of web-based publishing tools and practices (e.g., markup languages); strong familiarity with metadata schemes such as Dublin Core or USMARC; excellent written, oral, and interpersonal communication skills.

Desired: Experience working within complex library systems; knowledge of trends in institutional repositories and their strategic importance to academic libraries and research communities; extensive knowledge of library and archival practices and goals, especially with regard to technology.

Principal duties:

Reporting to the Head of the Digital Content Group, the Institutional Repository User Support Manager has primary responsibility for managing the communication with and support of Institutional Repository users. The Institutional Repository is designed as a tool for the capture, storage, dissemination, and preservation of digital content developed for teaching and research purposes. The repository serves as a library archive, providing functionality for collection building, cataloging, searching and preserving the content stored within. The position will require a knowledgeable, enthusiastic, and self-motivated individual.

Responsibilities include:

* Primary responsibility for all aspects of the Institutional Repository system’s user management.
* Write and maintain user documentation for the system, including system help pages.
* Perform user training for library staff and Institutional Repository community users.
* Provide expertise and assistance to public services staff in their support of Institutional Repository end-users.
* Coordinate and manage the definition and setup of new Institutional Repository communities.
* Coordinate and communicate with library subject specialists as needed in support of Institutional Repository communities.
* Perform outreach to UW community, including faculty site visits and general training to articulate the vision, goals, and objectives of the Institutional Repository service.
* Plan and implement usability tests of the user interface and recommend user interface changes based upon test results.
*Make recommendations on new functionality for Institutional Repository based on feedback from faculty, submitters, and the UW Libraries. Serve as liaison with the Institutional Repository advisory group to develop policies and prioritize enhancements.

*Work with campus public relations organizations (e.g. Libraries Communication Coordinator, University News) to publicize and promote the Institutional Repository.

*Coordinate and participate in collection assessment, metadata consulting, conversion referral, and developing metadata crosswalks as needed.

*Provide consultation on policies, copyright, and regulatory issues related to intellectual property and sponsored research in the context of the Institutional Repository.

*Work on projects and teams with library and other groups at UW who are closely aligned with services provided by Institutional Repository.

*Monitor trends in the evolving field of digital repositories and share information with interested staff and project participants.

*Chair the Institutional Repository Advisory Group for duration of pilot project.

A period of evaluation will be required.

TO INSURE CONSIDERATION: Application must be received by: FEBRUARY 20, 2004

HOW TO APPLY:
Resume should include contact information for three references.
Send resume and cover letter referring to Position Vacancy Listing #46775 to:
SANDRA GUTHRIE
365 MEMORIAL LIBRARY
728 STATE ST.
MADISON WI 53706-1418
Email: sguthrie@library.wisc.edu
Phone: 608-262-8190

NOTE: Unless confidentiality is requested in writing, information regarding the names of applicants must be released upon request. Finalists cannot be guaranteed confidentiality.
UW-Madison is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified individuals to apply.
For more academic job opportunities at the University of Wisconsin-Madison please click on <pvl_internet_report_home.htm>PVL Home
For more information on the University of Wisconsin-Madison Office of Human Resources please click on http://www.ohr.wisc.edu/

For more information on the University of Wisconsin-Madison see our home page at http://www.wisc.edu/

Charles W. Dean
Technology Librarian
Library Technology Group/
University of Wisconsin Digital Collections Center
312F Memorial Library
University of Wisconsin-Madison
608.265.2844
Working title:

INFORMATION PROCESSING CONSULTANT

Official title:

SR INFORM PROC CONSLT(S44BN) OR INFORM PROCESS CONSLT(S44DN)

Degree and area of specialization:

Bachelor’s Degree

Minimum number of years and type of relevant work experience:

Required: at least 3 years’ experience working in a production digital collection environment; demonstrated knowledge of SGML/XML and associated standards such as XSLT, XPath, and XML Schema; demonstrated knowledge of current digital collection architectures, platforms, and products; experience programming in languages such as Perl, Java, or Python; excellent oral and written communication skills; ability to work effectively both independently and on group projects with both technical and non-technical staff; demonstrated project leadership skills; flexibility in adapting to changing priorities.

Desired: MLS or equivalent degree from a program accredited by the American Library Association; knowledge of digital library content and metadata standards such as TEI, EAD, METS, MODS, Dublin core; experience processing TEI and EAD encoded data; experience in Web server administration; experience with persistent identifier schemes such as URN, Handle, or PURL; experience with the Open Archives Initiative Protocol for Metadata Harvesting, as both a data provider and as an aggregator; experience and skill in data modeling and Schema/DTD creation.

Principal duties:

The University of Wisconsin-Madison Libraries seek a creative, experienced, team-oriented professional to participate in the design, development, and implementation of digital library infrastructure and services for the University of Wisconsin Digital Collections. Reporting to the Head of the UW Digital Collections Center and working with UWDCC and other library staff and faculty, the successful candidate will be responsible for the technical infrastructure for processing and hosting text-based digital library resources such as Electronic Facsimiles, TEI editions, and EAD finding aids, and will provide leadership in planning strategies to integrate these resources with other digital library components and services. This position will also collaborate in the development of metadata standards and workflow processes, plan and implement migration strategies for digital library content as technologies mature and new standards become available, and help to create or acquire innovative user interfaces providing access to digital resources.

The University of Wisconsin Digital Collections Center (UWDCC) creates digital resources for inclusion in the University of Wisconsin Digital Collections (http://uwdc.library.wisc.edu/), a UW System-wide Digital Library with over one million pages of text, images, audio, and other multimedia content. It also provides technical architecture, hosting, user interface design, outreach, and consultation in the creation, processing, and use of digital content.
A period of evaluation will be required

<table>
<thead>
<tr>
<th>Appointment type:</th>
<th>Academic Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department(s):</td>
<td>LIBR/LIBR TECH GROUP</td>
</tr>
<tr>
<td>Full time salary rate:</td>
<td>Minimum $37,731 ANNUAL (12 months)Depending on Qualifications</td>
</tr>
<tr>
<td>Term:</td>
<td>This is a renewable appointment.</td>
</tr>
<tr>
<td>Appointment percent:</td>
<td>100%</td>
</tr>
<tr>
<td>Anticipated begin date:</td>
<td>OCTOBER 02, 2005</td>
</tr>
<tr>
<td>Number of positions:</td>
<td>1</td>
</tr>
</tbody>
</table>

TO INSURE CONSIDERATION

Application must be received by: SEPTEMBER 27, 2005

HOW TO APPLY:

Send cover letter, resume, and contact information for three references.

Send resume and cover letter referring to Position Vacancy Listing #51345 to

Sandra Guthrie  
Phone: 608-262-8190  
365 Memorial Library  
TTY: 608-263-2473  
728 State St  
Fax: N/A  
Madison WI 53706-1418  
Email: mailtosguthrie@library.wisc.edu

NOTE: Unless confidentiality is requested in writing, information regarding the names of applicants must be released upon request. Finalists cannot be guaranteed confidentiality.

UW-Madison is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified individuals to apply.

For more academic job opportunities at the University of Wisconsin-Madison please click on PVL Home  
For more information on the University of Wisconsin-Madison Office of Human Resources please click on http://www.ohr.wisc.edu/  
For more information on the University of Wisconsin-Madison see our home page at http://www.wisc.edu/  
For UW Madison Campus Safety Information see http://www.wisc.edu/Students/Campus_Safety.htm
VIRGINIA COMMONWEALTH UNIVERSITY LIBRARIES
VACANCY ANNOUNCEMENT
Digital Repository Librarian

The Virginia Commonwealth University Libraries invites applications and nominations for a Digital Repository Librarian, responsible for developing an institutional repository for the University. The successful candidate will create an engaging architecture for today that scales into the future for perpetual access by tomorrow’s scholars. This newly created position is part of a growing Library Information Systems staff located in renovated office space. The successful candidate will join a culturally and academically diverse faculty of the highest caliber.

RESPONSIBILITIES: The Digital Repository Librarian assumes leadership for developing and managing an institutional repository and other digital assets. Report to the Head, Library Information Systems Department. Design and shepherd to creation a robust and innovative institutional repository, building upon VCU's successful ETD project. Engage academic units across the University to pursue institutional management and preservation of digital assets through soliciting and marketing efforts. Work closely with other library units, particularly the Web applications and other Library Information System units, Special Collections, and the digital formatting unit, to leverage the full range of library expertise and resources in building and managing digital collections. Seek regional, national, and international partnerships. Faculty with the VCU Libraries are evaluated, and promoted, on the basis of job performance, scholarship, and professional development and service. Library faculty with the VCU Libraries are expected to be active professionally and to contribute to developments in the field.

QUALIFICATIONS: Required: ALA-accredited graduate degree or advanced degree in computing or information sciences. Preferred: Minimum three years of responsibility and accomplishment in digital repository management, electronic collections, or similar work. Research library experience. Familiarity with digital asset management tools. Experience creating and capturing a wide variety of digital formats. Working knowledge of metadata standards. Experience with issues related to intellectual access, copyright, and managing external funding and collaborative projects. Excellent oral and written communication skills, with presentation skills and the ability to bring to market new resources and services. Experience working in a culturally diverse environment highly preferred.

Virginia Commonwealth University and the VCU Libraries

Virginia Commonwealth University is the State's third largest research university,
Web Applications Manager

The Virginia Commonwealth University Libraries invites applications and nominations for an experienced Web Applications Manager, responsible for managing a unit to guide the VCU Libraries to the top tier of exemplary Websites in style, functionality, standards, and usability. This newly created position is part of a growing Library Information Systems staff located in renovated office space. The position offers maximum opportunity for professional growth and impact for a talented and creative individual. The successful candidate will join a culturally and academically diverse faculty of the highest caliber.

RESPONSIBILITIES: The Web Applications Manager assumes leadership for developing a continually evolving Web presence and integrating library technology applications. Report to the Head, Library Information Systems Department. Lead a team of one faculty member and a systems programmer in the Web Applications Group, responsible for managing major library applications, such as the VCU Libraries public Website, SFX, MetaLib, CONTENTdm, staff intranet, and e-commerce. Work cooperatively with other areas of the library to create a vision for the VCU Libraries Web and to support day to day needs in a distributed publishing environment. Create compelling and scalable interfaces to the VCU Libraries public Website, staff intranet, and library enterprise systems. Develop educational programs and train staff through leadership and consensus. Contribute to Web policy, standards, and documentation. Anticipate the need for design and programming enhancements to fulfill the information and research needs of the University community. Faculty with the VCU Libraries are evaluated, and promoted, on the basis of job performance, scholarship, and professional development and service. Library faculty with the VCU Libraries are expected to be active professionally and to contribute to developments in the field.

QUALIFICATIONS: Required: ALA-accredited graduate degree or advanced degree in computing or information sciences. Preferred: Minimum five years experience with designing, developing, and managing Web sites. Familiarity with emerging trends in Web technology and usability. Experience supervising information technology operations, such as quality control, project management, budgeting, personnel, documentation, and security. Experience with enterprise information systems and relational databases. Experience administering Macromedia Contribute or other content management system. Working knowledge of XHTML, XML, CSS, Section 508, W3C standards, and graphic design tools. Well-developed user-focused service and design orientation. Experience with Web programming languages, such as Perl, ColdFusion, SQL, or PHP. Academic library experience. A passion and talent for creating easily understood systems that offer transparent yet complex functionality. Ability to work effectively to find consensus in groups, as well as have the proven ability and desire to supervise and teach others. Excellent oral and written communication skills. Experience working in a culturally diverse environment highly preferred.

Virginia Commonwealth University and the VCU Libraries

Virginia Commonwealth University is the State's third largest research university, enrolling over 27,000 students. Designated Carnegie Doctoral/Research University - Extensive, VCU offers 24 doctoral, 62 masters, 3 professional and 54 baccalaureate degree programs. Twenty of VCU's graduate, professional programs are