

## POSITION DESCRIPTION SUMMARY

<b>Job Title:</b>	Digital Projects Librarian
<b>Department:</b>	Cowles Library, Digital Initiatives Unit
<b>Reports To:</b>	Coordinator, Digital Initiatives
<b>Classification:</b>	Library Faculty, Exempt
<b>Supervises:</b>	Student Assistants

**General Summary:** Responsible for the development of the Drake Heritage Collections and Drake's institutional repository, [eScholarShare@Drake](mailto:eScholarShare@Drake), working in close cooperation and coordination with the Digital Initiatives Coordinator.

### Essential Functions:

- Develops guidelines for access and use of Drake heritage materials. Responsible for coordinating all aspects of training (technical, imaging, etc.) for all classes of users. Responsible for documenting procedures.
- Works closely with the Digital Initiatives Coordinator on developing and sustaining collaborations with the teaching faculty, and other parties that might be involved in the creation of digital content.
- Provides advisory and reference services for the Drake University Archives & Special collections.
- Creates and implements strategies for preservation of digital materials.
- Keeps current with the pertinent technology and software being utilized in digital repositories throughout the country to inform technology planning at Drake, working in close cooperation with the Technology Unit.
- Responsible for coordinating technical support for the Drake Heritage Collections and eScholarShare@Drake.
- Communicates and collaborates with faculty, alum and student groups in encouraging inclusion of research and instructional materials into eScholarShare@Drake
- Keeps abreast of trends in the fast-changing digital publishing environment and communicates with other libraries utilizing open-source software (e.g., D-Space) and proprietary software (e.g., ContentDM)
- Recommends metadata standards for the creation of digital content, working closely with the Digital Initiatives Unit. Responsible for coordinating copyright/intellectual library property issues for the Unit.
- Works closely with the Digital Initiatives Coordinator to promote and market events and collections.
- Works with the Library's web management system to redesign and create webpages as necessary.
- Directs the development and selection of collection resources (print and digital) in the assigned academic department; advances and promotes access,

availability and awareness of material through subject portals and other awareness services

- Serves as Library Faculty Liaison to assigned academic department(s); maintains awareness of academic department activities and needs; communicates and promotes library resources, services to the department

**Additional Duties:**

- Serves on library and university committees.
- Participates in appropriate library public service activities.
- Assists with reference and library instruction.

**Principal Working Relationships:**

- Trains and supervises student workers in digital collection creation.
- Works closely with other Units, librarians and staff members as necessary.
- Works with other Cowles faculty and staff members on committees and cross-functional teams and working groups
- Works with Drake faculty, staff, and students on University-wide committees and/or state-wide collaborations

**Knowledge, Skills And Abilities:**

- Demonstrated working knowledge of current issues in digital librarianship
- Ability to plan, organize, motivate, and promote
- Ability to work in an organization that is evolving, team-oriented, and focused on service enhancements and outcomes
- Ability to effectively express self orally and in written communications

**Qualifications:**

- Master's degree in Librarianship from an ALA accredited library school
- Familiarity with the digital library environment
- Familiarity with standards and best practices for digital library projects
- Working knowledge of digital content-management software, such as CONTENTdm
- Working knowledge of current issues in digital librarianship and digital preservation.
- Working knowledge of current national cataloging standards, experience with a national bibliographic utility and experience with a local automated system