Western University

Western Libraries

Digitization and Digital Preservation Archivist or Librarian

Western Libraries is seeking an energetic and service oriented archivist or librarian for the newly created position of Digitization and Digital Preservation Archivist or Librarian. Reporting to the University Archivist, the Digitization and Digital Preservation Archivist or Librarian has operational and strategic accountabilities for planning, implementing, directing and sustaining Western Libraries’ digitization program and for integrating content from diverse digital projects and holdings into a cohesive digital collection to advance institutional goals in research and scholarship, teaching and learning.

As part of the Archives and Special Collections Team, the Digitization and Digital Preservation Archivist or Librarian works collaboratively with Archivists and Librarians, metadata and IT staff (LITS and WTS), and external partners and vendors. This work comprises creating and maintaining Western Libraries’ digital repository, coordinating and/or leading individual digitization projects and initiatives, and facilitating the transfer, ingest and preservation of born-digital and digitized content. The Digitization and Digital Preservation Archivist or Librarian also provides leadership to and coordinates the work of staff and students who are assigned general digitization responsibilities, digital preservation responsibilities, or to specific projects.

The focus of the Digitization and Digital Preservation Archivist or Librarian role is to support and actively engage with the other four core user functional teams (Content Management, Discovery and Access; Research and Scholarly Communication; Teaching and Learning; and User Experience and Student Engagement) in order to integrate digitization initiatives and digital content into all aspects of the services of Western Libraries. To achieve this the Digitization and Digital Preservation Archivist or Librarian works proactively with key stakeholders within and external to Western Libraries to understand their needs, to develop collegial partnerships on and off campus, and to develop a sense of shared accountability and common purpose in developing and implementing a comprehensive digitization program. These efforts include, but are not limited to, coordinating or participating in a range of digital projects, and acquiring, preserving, and promoting awareness and use of digitized and born digital content. The Digitization and Digital Preservation Archivist or Librarian is willing to try new things and examine new approaches in order to meet the current and anticipated needs of Western Libraries users.

The Digitization and Digital Preservation Archivist or Librarian will:

- Coordinate the development of a comprehensive digital strategy for Western Libraries, working with others within and external to Western Libraries.
- Coordinate the development, implementation and assessment of digitization initiatives and projects and the creation and maintenance of Western Libraries’ digital repository within the context of the aforementioned digital strategy.
- Work with staff from LITS, WTS, external partners such as Scholars Portal, and external vendors to coordinate digital preservation actions, such as file format migration and transfer, accessioning,
ingesting, processing, describing, preserving, and providing access to digitized and born-digital materials, including web content where appropriate.

- Where appropriate, directly lead specific digitization and digital preservation projects and initiatives and supervise staff and students involved in these projects and initiatives.
- Develop and implement internal documentation, workflow, and training processes, and follow standards and best practices for acquiring, preserving and providing access to permanent digital assets.
- Work with LIRM/CMDA staff to plan and implement metadata guidelines and workflows for digital materials using recognized standards.
- Maintain currency on the use of digital content in research and teaching in higher education, and apply this knowledge to the planning of and/or support for digital scholarship, digital asset management, and digital information literacy programs and initiatives.
- Review and propose updates to Western Libraries’ digital strategy, once approved.
- Work with appropriate staff to select appropriate tools and services to support the digitization program, including the procurement and maintenance of in-house digital imaging equipment and tools and all associated software.
- Pursue funding opportunities to support the digitization program, in collaboration with others in Western Libraries as well as those across and beyond campus.
- Represent Western Libraries at campus events and professional meetings and conferences.

**Qualifications**

This position is open to Western Libraries Members with a Continuing or Probationary Appointment. Given the nature of the role and the scope of responsibilities, as well as the various ways in which one can obtain the requisite qualifications and experience, this position may be filled by an Archivist or a Librarian.

If an Archivist, the successful candidate must have a Master’s degree in archival studies or with an archival studies specialization, or a Master’s degree in another discipline combined with relevant experience as an Archivist. If a Librarian, the successful candidate must have a Master’s degree in library and information science or equivalent from an ALA accredited institution.

In both cases, additional educational or professional development qualifications relating to digitization and digital preservation are highly desired. Direct experience working with digital content, objects or collections is preferred. Demonstrated formal or informal project management experience is an asset.

The successful candidate will provide evidence of strong analytical and problem-solving skills and excellent organizational skills to set and balance priorities, manage competing deadlines, and take on multiple projects and responsibilities simultaneously. The candidate will provide evidence of their ability to think strategically and will have demonstrated ability to work collaboratively with organizations and individuals. The high profile nature of this role will require outstanding communication, collaboration, and interpersonal skills. The candidate will exhibit initiative, innovation, resourcefulness, and flexibility, and be able to develop relationships across Western Libraries and beyond, particularly with external partners and vendors.
Environment

Western Libraries is undergoing a transformative organizational renewal that will enhance our capacity to contribute to student success and teaching and research excellence at Western. We anticipate our new functional teams will be in place for spring 2018. The Archives and Special Collections Team is committed to acquiring, preserving and providing access to select rare and unique special collections and archives, in all media formats, in order to support the teaching and research missions of the University. It also supports the operations of the University by ensuring that University records of enduring value are preserved. While the primary focus is on facilitating advanced research by graduate students, faculty members, and external scholars, as well as documenting the history of the University, it also engages with and welcome use of the rare and unique holdings by members of the broader heritage community.

Application Procedures

Interviews are anticipated to take place in January 2018. Applicants invited for an interview will be asked to make a presentation to members of the Western Libraries community. Applicants are required to submit a covering letter, a curriculum vitae, and the names and contact information for three references, in electronic format by 12 January 2018 to:

Office of the University Librarian
The University of Western Ontario
Email: libarc@uwo.ca

Please quote reference #: DIGPRES012018
Only applications received by email will be considered

Presentation Topic: Central to any effective digitization program is a comprehensive digital strategy that provides a clear framework within which digitization and digital preservation initiatives and projects can be undertaken. What do you see as the main elements of such a strategy and, if you are the successful candidate, how would you use the strategy to work with other stakeholders to integrate digital programs and content into their work?

Positions are subject to budget approval. Applicants should have fluent written and oral communication skills in English. The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Aboriginal persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

In accordance with Canadian immigration requirements, priority will be given to Canadian citizens and permanent residents.

Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact libarc@uwo.ca.

Posted on Faculty Relations website January 3-2018.