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Developed by:.....DM
Reviewed by:.....SG
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UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Technician, Digital Initiatives/University Libraries
DIVISION: Academic Affairs (University Library: Digital Initiatives Unit)
REPORTS TO: Digital Initiatives Librarian (Faculty Position)
GRADE: 7
SUPERVISES: Student workers

BASIC FUNCTION:

Under the supervision of the Digital Initiatives Librarian, assist the University Library's Digital Initiatives Unit with the evaluation and uploading of content to the University's institutional repository and similar digital collections management systems, and with the implementation of the University's Open Access Policy. Facilitate access to digital collections through digitization and metadata creation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Evaluate and upload faculty-authored content, electronic theses and dissertations, and archival digital collections to the institutional repository DigitalCommons@URI and similar digital collections management systems.

Create descriptive metadata for content in the institutional repository and similar digital collections management systems.

Locate and harvest faculty-authored content and related metadata from subject-specific repositories, databases, and other Internet sources, such as PubMed Central, SSRN, etc.

Contact faculty members, review faculty CVs, and perform Internet searches to identify content for inclusion in DigitalCommons@URI.

Analyze the copyright status of published content and research publisher policies.

Assist in developing and improving the workflows, policies and processes of digital initiatives.

Digitize library collections, adhering to established standards for digitization.

OTHER DUTIES AND RESPONSIBILITIES:

Coordinate and supervise student workers.

Assist in coordinating the workflows of the Digital Conversion Lab.

Maintain digital initiatives and digital collections Web sites.

Perform other duties and responsibilities as assigned by supervisor.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, scanning equipment; word processing, database management and spreadsheet software; institutional repository and digital collection management systems.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; a minimum of one year of library and/or archival experience; demonstrated experience with creating and editing spreadsheets (e.g., Microsoft Excel and Google Docs); demonstrated experience with searching library catalogs, research databases and online journals; demonstrated basic knowledge of library and archival metadata standards, such as EAD, Dublin Core, MERTS and MODS; demonstrated ability to perform detail-oriented tasks with accuracy; demonstrated strong analytical skills; demonstrated strong written and verbal communication skills; demonstrated strong interpersonal skills; demonstrated ability to work with diverse groups; demonstrated ability to work independently; demonstrated ability to organize, coordinate and supervise student workers; demonstrated familiarity with copyright issues and Open Access in an academic setting.

PREFERRED: Master's degree in Library/Information Science or related field; demonstrated experience with library or archival digitization projects.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.