



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

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## Discovery & E-Collections Librarian

<b>Job ID</b>	<b>0F-BB-DB-DC-CB-1D</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=0F-BB-DB-DC-CB-1D">https://careers.indigenous.link/viewjob?jobname=0F-BB-DB-DC-CB-1D</a>	
<b>Company</b>	OCAD University	
<b>Location</b>	Toronto, Ontario	
<b>Date Posted</b>	From: 2022-05-20	To: 2022-06-19
<b>Job</b>	Type: Full-time	Category: Education
<b>Languages</b>	English	

### Description

#### Position Summary:

Reporting to the University Librarian, the Discovery & E-Collections Librarian integrates four interconnected areas: discovery (Primo); managing, evaluating, and assessing electronic resources; management and user engagement with our digital collections (Material Order and Jstor Forum, primarily); and liaison librarian responsibilities. The Librarian works collaboratively across library departments. The Librarian also consults with technical services staff on joint initiatives and collections integration, as well as with other campus units to provide supports for, and coordination of user experience efforts for both the online and physical environments of the OCAD University Library. The Librarian also participates as a liaison Librarian providing reference (chat, email, virtually and in person), library instruction, and collection management and collection development duties, among others.

#### Summary of Responsibilities:

##### Discovery

- Support discovery of library resources through the library website and the Primo VE Discovery layer by assessing the needs of diverse users and making recommendations and implementing improvements
- Work closely with the Assistant University Librarian (AUL); develop and maintain expertise in Primo configurations
- Develop and maintain automation tools regarding acquisitions and cataloguing of multiple library resources including the streamlining of staff workflows
- Ensure consistent branding and identity management across all aspects of the Library's web presence; including the Primo VE Discovery layer, Springshare platform (LibGuides), databases (where customizable), and digital collections
- Maintain primary contact with the Library's discovery vendor; which involves understanding customization and backend services that are available through the vendor
- Provide creative and innovative methods of access to information and optimize discoverability and availability of multiple resources
- Investigate technologies to improve access and delivery of digital resources and services

- Collaborate with the Technical Services team, Archivist, and Assistant University Librarian to ensure conformity to accessibility standards
- Make use of APIs available in the Alma Library System and the Primo VE Discovery layer to enhance workflow and user experience
- Analyze user behavior and search patterns on the Primo VE Discovery layer

#### Electronic and Digital Collections Management

- Ensure accurate and reliable access to the Library's digital information and electronic resources
- Perform comprehensive market research and vendor liaison activities for collection development staff
- Responsible for researching, evaluating, recommending, and planning continuous process improvement in e-resource management workflows
- Help coordinate database trials, and support the AUL with data collection and analysis
- Lead the implementation, use, training, and support, for the OCAD University Library's instance of Material Order, in consultation with the AUL
- Develop and establish new digital projects/collections, publicize research and creative outputs through social media, library newsletter, and related communications platforms
- Assist with collection management and assessment of streaming video collections

#### Library Liaison Responsibilities

- Participate in the library liaison program: for assigned departments conduct collection development and management of related library materials in all relevant formats (including deselection and preservation decisions); perform library instruction sessions in library spaces, classroom spaces, and/or asynchronously; develop and send regular communications about new services and collections; complete ECM and IQAP reports for cyclical reviews and course/program modifications; develop outreach programs for first year students
- Supervise the work of interns and student monitors, as needed
- Actively advance the Libraries' foundational commitment to research education, library instruction, in support of teaching and learning on campus
- Collect and maintain data, metrics, statistics related to your position and duties, recording these monthly on the Library's share Excel workbook
- Participates in social media outreach and communications initiatives
- Serves on appropriate Ontario Council of University Libraries (OCUL) Committees or other groups as needed
- Work scheduled shifts (e.g. mornings, afternoons, evenings, weekends) at the reference desk, in-person and virtually, by chat, email, and phone, in all physical and virtual library spaces
- Performs other duties as assigned that contribute to the successful operation of Library Services

#### Qualifications:

- Master's degree in library and information science from an ALA accredited institution or equivalent education and work experience
- Master's degree in Art History, History of Design, or Computer Science
- Minimum of three (3) years of related work experience, in a post-secondary academic library, preferred
- Experience with library systems, and/or cataloguing, and/or discovery services (Primo certification), preferred
- Demonstrated understanding of the academic library environment, preferably in an art,

architecture, or design library.

- Experience with database applications (e.g., PostgreSQL, MySQL)
  - Experience with web APIs and mobile technologies
  - Experience with one or more programming languages (e.g., PHP, Ruby, Python, Java)
  - Ability to work independently and as part of a team, and manage projects successfully;
- commitment to participate in appropriate professional service and conduct research and scholarship
- Familiarity with current library software and technologies (e.g., Ex Libris' Alma/Primo, Springshare, PowerBi)
  - Primo VE Certification, or willingness to obtain it; required
  - Demonstrated experience with the backend of an integrated library management system (ILS/LMS), library discovery product, and/or equivalent database
  - Familiarity with cataloguing standards, including RDA, LCSH, and MARC21 formats, preferred
  - Experience with project management of digitized and/or born-digital assets in a library, archives, or museum
  - Understanding or experience with material libraries and collections is an asset
  - Understanding of metadata schemas, archival file formats, and/or FADGI Technical Guidelines for Digitizing Cultural Heritage Materials
  - Demonstrated knowledge of current web accessibility standards, preferably WCAG 2.1, AODA, and Canadian Copyright
  - Demonstrated commitment to the principles of equity and diversity and experience promoting a respectful work and learning environment for students, staff and faculty
  - Must be willing and able to work evening and weekend shifts, as required

Compensation: Hiring Range - \$73,662.84 to \$84,290.33 per annum, commensurate with experience, plus benefits; Salary Range - \$73,662.84 to \$96,456.43 per annum.

Hours of Work: Total of 35 hours per week. The incumbent in this role will be expected to report to work on campus.

Please review the Return to Campus Plan for up-to-date information about OCAD U vaccination requirements.

All OCAD University employees are required to be fully vaccinated as a condition of hire in accordance with OCAD U's vaccination requirement.

### **How to Apply**

Click "Apply Now"

Application Deadline: Interested applicants are invited to submit an updated resume, with a cover letter by selecting "Apply Now" below. The review of applications will begin on Thursday June 2, 2022 and will continue until the position is filled.

As an employer committed to employment equity, we encourage applications from members of equity-seeking communities including women, racialized and Indigenous persons, persons with disabilities, and persons of all sexual orientations and gender identities/expressions.

We encourage members of designated equity-seeking groups to self-identify within the voluntary Applicant Questionnaire.

In order to alleviate the under-representation of racialized and Indigenous administrators, priority in hiring will be given to qualified racialized and Indigenous persons who self-identify as such in the application process. This initiative is a special program under the Ontario Human Rights Code. OCAD University is committed to providing an inclusive and barrier free experience to applicants

with accessibility needs. Requests for accommodation can be made at any stage during the recruitment process. Please contact Human Resources for more information or refer to OCAD U's Policy of Accommodation in Employment for Persons with Disabilities

All qualified persons are encouraged to apply; however, Canadians and permanent residents of Canada will be given priority. While we thank all candidates for their interest, only those short-listed will be contacted.