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EUROPEAN REGIONAL DEVELOPMENT FUND

An Roinn Post, Fiontar agus Nuálaíochta
Department of Jobs, Enterprise and Innovation

HEA
Higher Education Authority
An tÚdarás um Ard-Oideachas

Post Title:	Assistant Librarian – Digital Repository of Ireland Project **Metadata Cataloguer**
Post Status:	17-month contract (full-time)
Department/Faculty:	Digital Resources & Imaging Service, Digital Systems and Services, Trinity College Library
Location:	Main Campus
Salary:	This appointment will be made on the Assistant Librarian Grade II salary scale at a point in line with current Government pay policy
Closing Date:	12 Noon on Tuesday 10th September, 2013

The Library has the largest collection in Ireland with over six million printed volumes with extensive collections of journals, more than half a million maps and very large collections of manuscripts reflecting over four hundred years of academic development. More recently, it has established a collection of over 80,000 electronic journals and over 350,000 electronic books. It has been a legal deposit library for Ireland and the United Kingdom since 1801. The Library continues to add to its collections through purchases, private donations, acquisitions and as a library of legal deposit.

The Library's research resources include internationally significant holdings in manuscripts, early printed material, including music and more than half a million maps. Its collections and services support the College's research and teaching community of 17,000 students and academic staff.

Applications are invited for the post of Digital Repository of Ireland Project Metadata Cataloguer - Digital Resources & Imaging Services (DRIS) at the Trinity College Library Dublin. The person appointed will join the Digital Resources and Imaging Services team and will be responsible for all activities relating to the creation of project content metadata (original and complex copy) and its input into associated repositories, and for all Library and Manuscripts collections assigned to the Digital Repository of Ireland Demonstrator project. Metadata creation will occur to a variety of standards including but not limited to Dublin Core and MODS, with the likely introduction of additional standards as defined by the Digital Repository of Ireland project. As part of the cataloguing activity, copyright research will need to be completed to verify the legal status of the project content.

Applicants should have a good honours degree and a postgraduate qualification in Librarianship or Information Studies, together with expertise in international standards for bibliographic description and authority control. The appointee will have an excellent knowledge of such topics as metadata schema, metadata interoperability and the emerging RDA standard. The successful candidate will be

comfortable initiating independent research to verify copyright status of orphan work and recognised documents and publications when necessary.

Key duties and responsibilities

- To undertake the creation of high quality metadata (original and complex copy) as the sole cataloguer for all digital library objects created as part of Trinity College Library's Digital Repository of Ireland demonstrator project.

- To facilitate the adoption of any new metadata standard into the Digital resources and Imaging services departmental work flow, as directed by developments within the Digital Repository of Ireland project and in collaboration with the current DRIS Department metadata cataloguer and department head.

- Maintain ongoing quality control through formal audit and inspection processes to ensure that the project metadata output meets The DRIS department and Library's Metadata Standards Policies.

- Work cooperatively with relevant departments and individuals, both within the Library and outside, to agree level of description and standards to be applied (authority control, subject analysis, controlled vocabulary etc.) for the Digital Repository of Ireland demonstrator project.

- In cooperation with the Head of DRIS, establish quantitative and qualitative targets and agree performance levels.

- Compile and maintain such statistical information as required by the Head of DRIS.

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- Actively participate in relevant committees both within the Library and with the Digital Repository of Ireland Project.

- Liaise with the current DRIS Metadata Cataloguer on metadata schemas and produce high-level technical metadata in accordance with library standards, including both administrative and technical metadata, and advise on updates as they develop.

- Maintain current awareness of international developments in cataloguing, metadata and information retrieval.

Selection Criteria

The selection criteria for the post are:

Mandatory

- A good honours degree;
- Post-graduate qualification in Librarianship or Information Studies;
- Practical experience in creating catalogue and metadata records using recognised standards (1-2 years) in an established digitisation programme and/or academic environment;
- Broad knowledge of current and emerging cataloguing standards, metadata workflows, and best practices;
- Knowledge of MARC21, AACR2, NACO, LCSH, classification, and the emerging RDA standards;
- Knowledge of standards-based non-MARC metadata schemas such as Dublin Core, MODS, MADS, METS, TEI, EAD, EDE, ESM;
- Direct participation with imaging project teams, including workflow management, quality audits, and imaging workflow problem solving;
- Excellent technical computer skills with a high level working knowledge of Mac and Windows based PC's in a cross platform networked environment;
- High level experience with the following software tool sets; Adobe Photoshop and other associated Adobe programs, Filemaker Pro and Microsoft Office;
- Excellent interpersonal, verbal and written communication skills;
- Ability to work both collaboratively in a team environment and within in an independent self directed setting;
- Ability to organise work, set and maintain priorities, meet deadlines and meet quality standards.

Highly Desirable

- Practical experience in copyright status research and disposition of Orphan Works objects and publications;
- Functional knowledge of Irish (cataloguing and published translation) – desired;
- Adept at multitasking and comfortable working and learning in ambiguous environments characterised by regular updates and changes to systems, standards, technologies, and software.

Shortlisting Criteria

Post: Assistant Librarian – 2-year contract – Digital Resources and Imaging Services

**Suggested Rating Scale: 1 - Inadequate, 2 - Marginal, 3 – Acceptable,
4 – Good, 5 – Excellent**

Criteria for Short-Listing	Mandatory / Desirable	
A good honours primary degree and a post graduate qualification in librarianship or information studies	M	
Good knowledge of cataloguing standards (AACR2, Dewey, Library of Congress Subject Headings, NACO) and MARC21 cataloguing (from CV and covering letter)	M	
Relevant cataloguing and/or metadata cataloguing experience in a digital programme or academic environment (from CV and covering letter)	M	
Working knowledge of standards-based non-MARC metadata schemas such as Dublin Core, MODS, MADS, METS, TEI, EAD, ESE, and EDM (from CV and covering letter)	M	
Written communication skills (as demonstrated via CV and covering letter)	M	
Experience of participation with imaging project teams, including workflow management, quality audits, and imaging workflow problem solving (as evidenced from CV via previous experience)	D	
Evidence of strong people skills - team working, ability to work under pressure, organisational skills etc. (from CV)	M	
Depth and Breadth of IT skills(including a high level working knowledge of Mac and Windows based PC's and experience with Adobe Photoshop, Filemaker Pro, Microsoft Office) – as evidenced from CV and covering letter	M	
TOTAL		

Trinity College Dublin

Founded in 1592, Trinity College Dublin is the oldest university in Ireland and one of the older universities of Western Europe. On today's campus, state-of-the-art libraries, laboratories and IT facilities, stand alongside historic buildings on a city-centre 47-acre campus.

Trinity College Dublin offers a unique educational experience across a range of disciplines in the arts, humanities, engineering, science, human, social and health sciences. As Ireland's premier university, the pursuit of excellence through research and scholarship is at the heart of a Trinity education. TCD has an outstanding record of publications in high-impact journals, and a track record in winning research funding which is among the best in the country.

TCD has developed significant strength in a broad range of research areas including the 18 broadly-based multi-disciplinary thematic research areas listed below.

Sustainable Environment	Next Generation Medical Devices	Identities in Transformation
Smart and Sustainable Cities	Creative Technologies – Digital Media, Arts and Entertainment	International Development
Cancer	Neuroscience	Immunology and Infection
Nanoscience	Telecommunications	Creative Arts Practice
Inclusive Society	Mathematics of Complexity	Intelligent Media and Human Communication
Ageing	International Integration	Digital Humanities

Its current flagship interdisciplinary research institutes are in areas such as biomedical science, arts and humanities, neuroscience, international integration studies, and nanostructures and nanodevices. The construction of Ireland's first purpose built nanoscience research institute, CRANN, was opened in January 2008, which houses 150 scientists, technicians and graduate students in specialised laboratory facilities.

The building also includes an innovative public venue, the Science Gallery. In 2011, it received the Shorty Award for Best Cultural Institution on Twitter globally and the Irish Web Award for Best Education and Third Level Website. These joined a list of awards that includes European Museum of the Year Award – Special Commendation 2010 and National IT award for best use of technology in education, 2009.

The recently opened Trinity Biomedical Sciences Institute (TBSI) is an unprecedented development for Biomedical Research in Ireland, both in terms of scale and ambition. It provides a facility for TCD to continue its upward trajectory in both basic and translational research programmes, notably in the areas of Immunology, Cancer and Medical Devices.

The Library of Trinity College is the largest research library in Ireland and is an invaluable resource to scholars. In addition to purchases and donations accrued over four centuries, the College has had 200 years of legal deposit. By this right Trinity can claim a copy of every book published in Ireland the UK. The Library has over 4.25 million books, 22,000 printed periodical titles and access to 60,000 e-journals and 250,000 e-books. The Library's research resources also include internationally significant holdings in manuscripts (the most famous being the Book of Kells), early printed material and maps. Its collections and services support the College's research and teaching community of 15,000+ students and academic staff.

Trinity continues to attract intellectually strong students from Ireland and abroad. More than half of its incoming undergraduates have earned in excess of 500 out of a maximum 600 points in the national Leaving Certificate examination. The accessibility of a Trinity education to all students of ability is also very important. Trinity College was the first university in Ireland to reserve 15% of first year undergraduate places for students from non-traditional learning groups – students with a disability, socio-economically disadvantaged students as well as mature students. The College has met its target in this respect. There is also an exciting international mix of its student body where 16% of students are from outside Ireland and 40% of these students are from outside the European Union. TCD students also have an opportunity to study abroad in other leading European universities through Trinity's partnership agreements.

Students also benefit from a scholar teacher model where they have the opportunity of being taught by world-leading experts in their field. Interdisciplinarity forms a key element in the College strategy in increasing Trinity's international standing as a research-led university.

Many of Trinity College Dublin's alumni have helped shape the history of Ireland and Western Europe. They include author, Jonathan Swift, philosopher, George Berkeley, political philosopher, Edmund Burke, wit and dramatist, Oscar Wilde, historian, William Lecky, religious scholar, James Ussher, scientists, John Joly, George Johnstone Stoney, William Rowan Hamilton and physicians, William Stokes and Denis Burkitt.

Two of Trinity College's alumni have won Nobel prizes – Ernest Walton for Physics in 1951 and Samuel Beckett for Literature in 1968. The first President of Ireland, Douglas Hyde was a graduate as was the first female President of Ireland, Mary Robinson.

The Selection Process in Trinity

- The Selection Committee (Interview Panel) will include members of the Academic community together with an External Assessor who is an expert in the area.

- Applications will be acknowledged by email. If you do not have confirmation of receipt within 1 day of submitting your application online, please get in touch with us immediately and prior to the closing date/time.

- Given the degree of co-ordination and planning to have a Selection Committee available on the specified date, the College regrets that it may not be in a position to offer alternate selection dates. Where candidates are unavailable, reserves may be drawn from a shortlist.

- Outcomes of interviews are notified in writing to candidates and are issued **no later than 5 working days** following the selection day.

- The College's selection methods may consist of any or all of the following:
    - Interviews
    - Presentations
    - Psychometric Testing
    - References

- It is the policy of the College to conduct pre-employment medical screening/full pre-employment medicals.

- Information supplied by candidates in their application (Cover Letter and CV) will be used to shortlist for interview.

Equal Opportunities Policy

Trinity College Dublin is an equal opportunities employer and is committed to the employment policies, procedures and practices which do not discriminate on grounds such as gender, marital status, family status, age, disability, race, religious belief, sexual orientation or membership of the travelling community.

Pension Entitlements

This is a pensionable position and the provisions of the Public Service Superannuation (Miscellaneous Provisions) Act 2004 will apply in relation to retirement age for pension purposes. Details of the relevant Pension Scheme will be provided to the successful applicant.

Applicants should note that they will be required to complete a Pre-Employment Declaration to confirm whether or not they have previously availed of an Irish Public Service Scheme of incentivised early retirement or enhanced redundancy payment. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Irish Public Service employment.

Applicants formerly employed by the Irish Public Service that may previously have availed of an Irish Public Service Scheme of Incentivised early retirement or enhanced redundancy payment should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. Such queries should be directed to an applicant's former Irish Public Service Employer in the first instance.

Application Procedure

Candidates should submit a cover letter together with a full curriculum vitae to include the names and contact details of 3 referees (email addresses if possible) **by e-Recruitment:**

APPLICATIONS WILL ONLY BE ACCEPTED BY E-RECRUITMENT

If you have any query regarding this, please contact:

Ruth Keenan, Recruitment Officer, Human Resources, House No. 4, Trinity College Dublin
Tel: +353 1 896 1118
Email: ruth.keenan@tcd.ie