Cape Breton University

Happen.

JOB DESCRIPTION

Position	Scholarly Resources Librarian	Date	Nov 2016
Dept	Library Services		
Reporting To	Dean of the Library	Group	CBUFA

PURPOSE:

To lead scholarly resource program into the future and to explore and develop new ways to approach the description, organization, and access to information resources in print and electronic formats.

GENERAL RESPONSIBILITIES:

- Effectively manage discovery databases and metadata for CBU's library collections and configure their related online systems.
- Provide outreach and support to CBU's community on issues of Open Access publishing, copyright, and other intellectual property issues in the academic environment.
- Troubleshoot issues related to ExLibris Primo and act as primary contact between ExLibris, Novanet, IT services, and CBU Library.
- Make edits to the CBU Library web page, maintain functionality of the web page and oversee major updates or changes to the web site.
- Act as CBU library's primary contact with IT Services reporting proxy access issues etc. and making necessary fixes/edits as necessary.
- Maintain and edit electronic lists of E-Resources holdings, including databases, journal titles, E-Books.
- Serve as Library Liaison for assigned academic departments (primarily the School of Science & Technology) to liaise with faculty, select materials, and assess collections for courses and program reviews.
- Deliver information literacy sessions and research services as required.
- Participate in delivering reference services and in consortium activities.

SPECIFIC RESPONSIBILITIES:

- Manage and configure metadata for CBU in the Novanet discovery system (currently ExLibris Primo) and the Novanet link resolver system (currently ExLibris SFX)).
- Manage and configure metadata in the library institutional repository (currently Sharepoint).
- Provide expertise and training on configuring and maintaining ExLibris Primo.
- Serve as a resource to departments and staff on digital initiatives and ExLibris Primo.
- Manage access to open digital collections via the Novanet discovery service and the Novanet library system.

- Work collaboratively to develop the collection of faculty and CBU's associated digital materials via the CBU institutional repository (FACE Collection).
- Participate in local, regional, national, or international organizations regarding issues or discussions relating to areas of responsibility.

QUALIFICATIONS:

<u>Required</u>

- A Master's degree in library science from an ALA-accredited program.
- One year minimum experience working in an academic library.
- Substantial experience working with Integrated Library Systems and Discovery services such as ExLibris Aleph and Primo.
- University degree in a science related discipline.

<u>Preferred</u>

- Thorough understanding of cataloguing, metadata, database management, and digital content technologies.
- Degree (Master's preferred) in a science related discipline.
- Significant experience working with library metadata and related systems.
- Outstanding technical skills and a demonstrated ability to analyze and solve systems difficulties.
- Awareness of current issues and trends in metadata management, open access, digital content, scholarly publication, and copyright.
- Ability to work effectively with patrons and colleagues in a team environment.
- Self-motivated, ability to work independently.
- Excellent oral and written communication skills.
- Effective teaching and presentation skills.