

B.1 Library Positions

These job descriptions are written in terms of professional-level library functions, which are:

- a. **Collection Management** - selecting, analyzing, assessing, and deselecting materials in the Library collection
- b. **Cataloguing/Metadata** - describing and analyzing acquired materials for access and discovery
- c. **Reference Services** - assisting library patrons in finding and using library resources and other sources of information
- d. **Information Literacy Instruction** - teaching the tools and processes needed to locate and evaluate information and information sources
- e. **Systems** - traditional and emerging software solutions and standards necessary for management and access of the library's resources
- f. **Liaison Work** - may include collection management activities, workshop development, attendance at faculty meetings, outreach, advocacy and other related activities
- g. **Preservation** - prolonging the life of important institutional documents, rare books, or other types of materials, including activities such as digitization, format migration, assessment of materials for transfer to other library facilities, etc.

B.1.1 Scholarly Communications Librarian (was Extension Librarian)

This position is responsible to the Chief Information Officer (or equivalent) for:

- a. Provision of services supportive of both traditional and emerging scholarly communications activities at Brandon University
- b. Coordination and provision of intellectual property/copyright services for the John E. Robbins Library
- c. Identification, championing, building awareness, development, and design of relevant policies, services, and technologies supportive of scholarly communication, digital scholarship and open access / open data / open educational resources
- d. Gather, disseminate and preserve important open digital assets at Brandon University
- e. Provision of education and training related to assessment and impact metrics for scholars
- f. Provision of education and training related to current and ongoing changes in intellectual property, scholarly communication, digital scholarship and open access / open data / open educational resources
- g. Supporting institutional outreach by ensuring important publications/performances (etc) of faculty and students are made visible to the wider community
- h. Liaising with institutional stakeholders in the areas of research, graduate studies, researchers and colleagues in relation to issues around copyright, open access, the gathering, dissemination and preservation of student and faculty research outputs / performances
- i. Provision of liaison services to one of the Faculties/Schools
- j. Per article 8.5.1(a) professional preparation includes but is not limited to pursuit of professional development opportunities
- k. Per article 8.5.1(c) professional attainment includes but is not limited to engagement in research, scholarship and creative activity
- l. Per article 8.5.1(d) service includes but is not limited to participation in Library Council and representation of the library on professional and scholarly association committees, task forces, work groups, and other entities at the local, regional, and national level as appropriate to position and area of expertise
- m. Maintaining awareness of new and emerging librarianship and scholarly communication trends
- n. Other professional duties as may be assigned by the Chief Information Officer (or equivalent) in consultation with the incumbent.

B.1.2 Reference and Information Literacy Instruction Librarian (was Electronic Services)

This position is responsible to the Chief Information Officer (or equivalent) for:

- a. Coordination and delivery of reference services, information literacy instruction, tours and workshops
- b. Evaluation and development of the reference collection
- c. Assistance with planning, development, and implementation of innovative electronic reference services
- d. Participation in various library projects, including digitization and preservation initiatives
- e. Provision of liaison services to one of the Faculties/Schools
- f. Per article 8.5.1(a) professional preparation includes but is not limited to pursuit of professional development opportunities
- g. Per article 8.5.1(c) professional attainment includes but is not limited to engagement in research, scholarship and creative activity
- h. Per article 8.5.1(d) service includes but is not limited to participation in Library Council and representation of the library on professional and scholarly association committees, task forces, work groups, and other entities at the local, regional, and national level as appropriate to position and area of expertise
- i. Maintaining awareness of new and emerging librarianship trends
- j. Other professional duties as may be assigned by the Chief Information Officer (or equivalent) through consultation with the incumbent.

B.1.3 Metadata and Collection Management Librarian (was Cataloguer)

This position is responsible to the Chief Information Officer (or equivalent) for:

- a. Creation of original metadata for all physical and electronic resources in all formats and all languages
- b. Addition to, and optimization of, metadata in records for all resources requiring complex copy cataloguing
- c. Maintenance of extant metadata
- d. Establishment and revision of cataloguing and metadata policies and procedures
- e. Collection management activities
- f. Coordination of the revision of collection management policies and procedures
- g. Provision of Liaison services to one of the Faculties/Schools
- h. Performing other duties related to metadata and collection management as needed to accomplish the goals of the library and the university, including digitization and preservation initiatives
- i. Per article 8.5.1(a) professional preparation includes but is not limited to pursuit of professional development opportunities
- j. Per article 8.5.1(c) professional attainment includes but is not limited to engagement in research, scholarship and creative activity
- k. Per article 8.5.1(d) service includes but is not limited to participation in Library Council and representation of the library on professional and scholarly association committees, task forces, work groups, and other entities at the local, regional, and national level as appropriate to position and area of expertise
- l. Maintaining awareness of new and emerging librarianship trends
- m. Other professional duties as may be assigned by the Chief Information Officer (or equivalent) through consultation with the incumbent.

B.1.4 Systems Librarian (was Head, Automated Systems)

This position is responsible to the Chief Information Officer (or equivalent) for:

- a. Administering the core library systems
- b. Monitoring the market regarding implementation of new and emerging library applications and knowledge systems such as next generation library catalogues, aggregated discovery tools, instructional technology and digital archives
- c. Coordinating library web development with library, communications and information technology personnel
- d. Performing other duties related to library systems as needed to accomplish the goals of the library and the university, including digitization and preservation initiatives
- e. Provision of liaison services to one of the Faculties/Schools
- f. Per article 8.5.1(a) professional preparation includes but is not limited to pursuit of professional development opportunities
- g. Per article 8.5.1(c) professional attainment includes but is not limited to engagement in research, scholarship and creative activity
- h. Per article 8.5.1(d) service includes but is not limited to participation in Library Council and representation of the library on professional and scholarly association committees, task forces, work groups, and other entities at the local, regional, and national level as appropriate to position and area of expertise
- i. Maintaining awareness of new and emerging librarianship trends
- j. Other professional duties as may be assigned by the Chief Information Officer (or equivalent) through consultation with the incumbent.

B.1.5 Subject Specialist Librarian

This position is responsible to the Chief Information Officer (or equivalent) for:

- a. Cultivation and sustainment of collaborative relationships with faculty, students, and staff in the specific discipline through liaison and reference services
- b. Collection management in the specific discipline
- c. Participation in various library projects, including digitization and preservation initiatives
- d. Per article 8.5.1(a) professional preparation includes but is not limited to pursuit of professional development opportunities
- e. Per article 8.5.1(c) professional attainment includes but is not limited to engagement in research, scholarship and creative activity
- f. Per article 8.5.1(d) service includes but is not limited to participation in Library Council and representation of the library on professional and scholarly association committees, task forces, work groups, and other entities at the local, regional, and national level as appropriate to position and area of expertise
- g. Maintaining awareness of new and emerging librarianship trends
- h. Other professional duties as may be assigned by the Chief Information Officer (or equivalent) through consultation with the incumbent.