Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: Digital Library Assistant

Fixed-Term/Permanent: Permanent, full time

Department/Division: Library, Digital Scholarship, and Innovation Group

Accountable to: Associate Director, Digital Scholarship, and Innovation

Reporting to: Digital Assets Manager

Background

One of two Groups within the Library, the role of the Digital Scholarship and Innovation Group (DSIG) is to develop our digital services and explore ways in which the Library can support research, learning and teaching in new ways in a digital environment. The Group is made up of five teams: Collections Management, Digital Library, Metadata, Online Systems Services and Research Support.

The Digital Library team, comprising five members of staff, provides two specialist services: The Digital Library, a service that creates, manages, preserves, and makes available online a wide range of digitised material from the Library's collections; and web editorship services for the Library, involving updating and improving the Library's website to better reflect the Library's services and collections. The team also provides advice on a range of technical and technological matters to colleagues inside and outside the Library, on subjects including collection digitisation; web development and use of web technologies; and reuse of digital collections for research.

Job Summary

The Library has a variety of digital collections in a variety of media and held in a variety of locations. These collections include images, scholarly research in textual form, AV material and a range of other item types and formats. The Library has plans to continue to digitise its collections over the next five years and further into the future. This job supports the team throughout the processes of creating, managing, and disseminating digitised collections, from their preparation through to making them available online.

The role holder will assist the team with the overall management of digital assets, supporting digitisation projects and reporting directly to the Digital Assets Manager. A core responsibility of the role is to complete reference metadata for digital collections and prepare those collections to transfer to our Digital Asset Management System (DAMS), Arkivum's Perpetua.

In addition to their specific responsibilities, Library staff are encouraged to support the Library's wider services to students, researchers, academics, and members of the public by way of taking part in special projects or working groups.

Specific Responsibilities

Knowledge and Experience
- To know the status and location of digital collections and to share this information with colleagues as required.
- Be responsible for maintaining our Digitised Asset Register up to date at all times.
- To work with collection-level and digital object-level metadata from a variety of sources, transforming and enhancing it where necessary for the use in our Digital Library.
- To be familiar with MARC21 and ISAD(G) cataloguing standards and metadata cross-mapping techniques.
- To undertake quality assurance exercises for digital collections.
- To convert digital files to other file formats using specific applications and software, eg Photoshop and Adobe Acrobat.
- To be familiar with library and archival physical collections.
- To support the creation and maintenance of workflows to package digital collections and upload them to Perpetua and other third-party web services.

Communication
- To communicate promptly to library and other colleagues and third-party suppliers involved in digitisation projects to ensure the smooth running of projects.
- To support colleagues in publicising digital collections when appropriate.
- To liaise with teams responsible for the Library's and LSE's internal communications platforms to share the Digital Library team's work.

Teamwork and Motivation
- To collaborate with Digital Library colleagues and other Library teams throughout digitisation processes.
- To be an active participant carrying out daily work and more extended work packages to ensure that high standards are maintained and agreed deadlines are met.

Service Delivery
- To support the team in ensuring that our Digital Library is operating effectively.
- To assist the team in delivering the team's digital preservation and access programme.

Initiative and Problem Solving
- To take initiative within their own area of work, prioritising according to ongoing digitisation projects and the ingest schedule.
- To manipulate collections' metadata in an efficient manner by use of specific applications and tools, such as Excel, OpenRefine, Python or equivalent.
- To correct issues arising within metadata and quality assurance and communicate those changes to relevant colleagues.
- To suggest solutions to issues with digitisation and ingest workflows to relevant colleagues.
- To seek opportunities to share the Digital Library team's works with the rest of Library.

Liaison and Networking
- To participate in local and national professional networks to share best practice and monitor new developments in digital preservation, online collection access and Perpetua's development.

Planning and Organisation

- To plan and manage their own workload in agreement with their line manager.
- To manage their own time by balancing key role responsibilities and wider activities, prioritising Digital Library activities.
- To comply with LSE and Library project planning guidelines.

General Responsibilities
- To take an active part in special projects within the Group, and across the Library, as required.

Flexibility
To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated
as and when appropriate.

Equity, Diversity and Inclusion (EDI)
LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy
and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: click here

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.

Updated May 2022