



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 Manager

Department/Division: Library

Accountable to: Associate Director, Digital Scholarship & Innovation

Job Summary

The role of the Digital Scholarship & 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 comprises six teams, Digital Library, Collection Management, Metadata, Research Support (including LSE Press), Online Services and Systems and Library Operations and Development. The post-holder manages the Digital Library team.

The Digital Library team manages the Digital Library, a service that collects, preserves and makes available online a wide range of digitised and born digital material from the Library collections and also manages the Library web-site and other web presences. The Digital Library team comprises three specialist posts, the Digital Library Developer (0.6FTE), Digital Assets Manager (1.0FTE) and the Web Editor (1.0FTE) as well as the Digital Library Assistant (1.0FTE) who reports to the Digital Assets Manager.

The post-holder is responsible for initiating and implementing digital service developments, actively seeking opportunities for collaborative partnerships with researchers and external organisations and creatively delivering new ways to make digital collections available. This work involves close liaison with Library collections specialists, researchers, colleagues in service divisions in the School and external suppliers. The post-holder will particularly work closely with the Collections Management team who are responsible for delivering on-site digitisation and digital preservation. As well as managing the operational digital library service, the postholder will manage development projects, often supported by external funding.

The postholder is expected to become an active participant in professional and practitioner communities, sharing this learning and experience with the LSE Library team.

Duties and Responsibilities

Knowledge and Experience:

- Develop and maintain a high level of knowledge and understanding in digital development and practice, including capture of born-digital materials, digitisation, digital preservation, and user experience. Share and disseminate this expertise with colleagues in relevant teams across the Library and act as a point of reference in this field.



- Apply technical expertise to ensure effective and efficient delivery of digital content and to identify new opportunities for presentation and discovery.
- Work closely with the Collections Manager to develop knowledge and skills in digital preservation.
- Develop expert knowledge of copyright and licensing issues relating to digital content.

Service Delivery:

- Manage the LSE Digital Library, ensuring that operations and services are developed and delivered effectively.
- Initiate and manage a range of digital collection projects to support the Library's strategic plan and to deliver LSE's strategic objectives.
- In collaboration with the Digital Assets Manager, oversee the management and development of the Library's digital asset management system (Arkivum's Perpetua).
- Take responsibility for the description and discovery of digital collections.
- Co-ordinate the work of the Library's Digitisation Working Group, prioritising, planning and ensuring timely delivery of digital projects.
- Work closely with the Collections Management Team and external suppliers to plan and deliver the Library's digitisation service.
- With the Associate Director (DSIG), define and develop Digital Scholarship services for the Library to support digital social sciences within the School.
- Actively identify and implement creative ways to promote and provide access to digital collections.
- Regularly evaluate engagement with and use of the Library's digital content and web services
- Regularly report on service developments and impact to senior managers and make recommendations for service improvement
- Take responsibility for the Library website, other web presences and social media activity, ensuring compliance with web accessibility standards.

Teamwork and Motivation:

- Manage the Digital Library team, supporting and motivating the staff to deliver excellent and innovative services.
- Managing the work of external partners and other service providers
- Manage project teams for the Library, supporting and motivating team members to ensure effective delivery of project objectives.
- Take an active part in the work of the Digital Scholarship & Innovation Group, the Library and the Library Management Team ensuring that work, advice and support is contributed appropriately as a team member.

Liaison and Networking:

- Actively build relationships with researchers to identify and provide support for digital projects.
- Liaise with Collection Management, Archives & Special Collections and Learning & Engagement colleagues in the Library to scope and deliver digital services.
- Build strong relationships with colleagues in the School's Data and Technology Services (DTS) and Digital Comms teams.
- Participate in appropriate national and international groups and networks concerned with digital scholarship development and practice.
- Actively identify opportunities for collaboration on digital projects with other institutions and organisations.

Communication:

- Present papers and give demonstrations of digital services and projects to colleagues within LSE and externally.



- Prepare and write cases and formal bids to apply for external funding for digital library projects, with the support of the Associate Director (Digital Scholarship & Innovation)
- Contribute to the drafting of School policy papers and briefings as relevant to the area of responsibility.

Planning and Organisation:

- Contribute specialist knowledge of digital content issues and practice to assist the Library Leadership Team planning process.
- Actively contribute to the Library's operational planning process
- Take responsibility for the planning and delivery of the work of the Digital Library team and allocated digital projects.

Initiative and Problem Solving:

- Lead innovation in digital and web library services by applying a range of research, analysis and problem-solving methods to issues and opportunities in these areas
- In consultation with the Associate Director, Digital Scholarship & Innovation, take decisions about the operational management of the Digital Library Team and the Library's web presences.
- Provide advice to the Associate Director Digital Scholarship & Innovation and other members of the Library Leadership Team as requested on all issues relating to the LSE Digital Library and the Library's web presences.

General Responsibilities:

- Undertaking other duties in support of the work of the Library, as may be required by the Director of the Library from time to time.

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.