Digital Collections and Repositories Librarian
University at Buffalo, The State University of New York

Job Title	Digital Collections and Repositories Librarian
Department	Technology
Institution	University at Buffalo, The State University of New York
	Buffalo, New York
Date Posted	May 2, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Library
Job Website	https://www.ubjobs.buffalo.edu/postings/49876
Apply By Email	
Job Description	

Position Summary

The **Digital Collections and Repositories Librarian** plays a crucial role in managing digital collections systems and curating digital assets within the **University Libraries**. Reporting to the Head of Technology Services, this position oversees digital collections-related initiatives and ensures the effective functioning of the Digital Asset Management (DAM) system, digital collection repositories and the UB Institutional Repository (UBIR).

Primary duties will include:

- Collaborating on the development of and executing strategies for the organization and preservation of digital materials.

- Identifying unique digital collections and prioritizing digitization efforts.
- Leading cross-functional working groups to align digital collection initiatives with the University Libraries' mission and vision.
- Supervising the work of the Lead Institutional Repository Librarian, Digital Assets/Metadata Specialist and Digital Asset Manager.
- Providing guidance on metadata standards, digitization workflows, and quality control while implementing best practices for metadata creation, enrichment, and maintenance.
- Monitoring compliance with copyright and licensing requirements.
- Managing applications and operations related to digital collections, repository services, and multimedia content including items housed in the UB Institutional Repository.
- Ensuring proper organization, discoverability, and long-term preservation of digital resources and promoting awareness of digital collections.
- Collaborating with ULIT (University Libraries Information Technology) teams to maintain repository infrastructure.

The University Libraries is a welcoming multicultural environment that serves an increasingly diverse constituency of patrons. Our employees, services, collections, and policies honor and reflect this diversity and we invite individuals to apply whose perspectives and experiences will enrich and strengthen our organization.

Outstanding Benefits Package
Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about our **benefit packages**.

About The University at Buffalo
The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the **University at Buffalo**.

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

- A master's degree in library and information science from an ALA-accredited institution and one year of relevant experience.
- Strong knowledge of digital asset management principles and practices, including metadata standards, digitization workflows, and quality control processes.
- Experience in managing digital collection repositories, ensuring proper organization, discoverability, and long-term preservation of digital resources.
- Familiarity with copyright and licensing requirements related to digital assets, with the ability to monitor compliance.
- Experience in project management and providing guidance to teams, fostering a collaborative and inclusive work environment.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with stakeholders from various departments and levels within the organization.
- Demonstrated commitment to advancing justice, diversity, inclusion, and equity in organizations.

Preferred Qualifications

- Proficiency in digital library technologies and software, including Digital Asset Management (DAM) systems, repository platforms, and metadata management tools.
- Experience in promoting digital collections and engaging with faculty, researchers, and students to increase awareness and usage of digital resources.
- Active involvement in scholarly and professional networks related to digital libraries and collections, demonstrating a commitment to ongoing professional development and knowledge sharing.
- Demonstrated advanced experience as a technology project manager, including leading cross-functional teams, managing complex projects, and implementing innovative digital solutions within a library or information management setting.

Contact Information

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Contact

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