

Digital Lifecycle Program Librarian - Library  
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252915>

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Posted Feb. 10, 2025, set to expire Apr. 20, 2025

<b>Job Title</b>	Digital Lifecycle Program Librarian - Library
<b>Department</b>	Berkeley Library
<b>Institution</b>	University of California Berkeley Berkeley, California
<b>Date Posted</b>	Feb. 10, 2025
<b>Application Deadline</b>	04/20/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Library Information Technology
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<b>Job Description</b>	

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**Digital Lifecycle Program Librarian - Library**

**Position overview**

**Position title:** Associate Librarian-Librarian, Career Status or Potential Career Status

**Salary range:** The UC academic salary scales set the minimum pay determined by rank and salary point at appointment. See the following table(s) for the current salary scale(s) for this position:

[https://www.ucop.edu/academic-personnel-programs/\\_files/2024-25/nov-2024-rep-librarian-scales/t26-b.pdf](https://www.ucop.edu/academic-personnel-programs/_files/2024-25/nov-2024-rep-librarian-scales/t26-b.pdf). A reasonable estimate for this position is \$98,667-\$125,402.

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**Percent time:** 100%

**Anticipated start:** As early as March 2025. Start date is flexible.

**Position duration:** This is a full-time potential career appointment.

**Application Window**

**Open date:** February 9, 2025

**Most recent review date:** Friday, Mar 21, 2025 at 11:59pm (Pacific Time)

Applications received after this date will be reviewed by the search committee if the position has not yet been filled.

**Final date:** Sunday, Apr 20, 2025 at 11:59pm (Pacific Time)

Applications will continue to be accepted until this date, but those received after the review date will only be considered if the position has not yet been filled.

**Position description**

The University of California, Berkeley Library seeks a dynamic, collaborative, and user-oriented colleague as the Digital Lifecycle Program (DLP) Librarian. This role guides, manages, and coordinates the planning, designing, implementation, maintenance, and outreach of digital initiatives, including digital collections, platforms, preservation, and projects. The DLP Librarian develops strategies, policies, procedures, best practices, and system requirements to support digitized and born-digital collections, including long-term digital preservation, access, discovery, reuse, and management.

The DLP Librarian, as part of the Library IT Division, is a strong leader and partner for digital initiatives, coordinating and cultivating relationships with all libraries, divisions, and units within the UC Berkeley Library to support digital initiatives. The DLP Librarian will be a skilled project manager and effective communicator. The role is highly collaborative, working with staff throughout the Library to plan and manage projects.

**The Environment**

The UC Berkeley Library is an internationally renowned teaching and research facility at one of the nation's premier public universities. A highly diverse and intellectually rich environment, Berkeley serves a campus community of 33,000 undergraduate students, over 12,000 graduate students, and 1,500 faculty. With a collection of more than 13 million volumes and a collections budget of over \$15

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million, the Library offers extensive collections in all formats and robust services to connect users with those collections and build their related research skills.

The Library Information Technology (Library IT) Division, within the UC Berkeley Library, is charged with the design, development, management, and maintenance of flexible and reliable technology environments for the Library. This includes the development and management of digital collections and services and their associated digital discovery and access platforms; creation of digital content; digital preservation tools; the development of a fully accessible and responsive library web presence that applies user experience principles and strategies; the development and support of server-based technologies for the delivery of library services; the maintenance of library management and discovery systems; the management of the Library's computing services including desktop support, software, and Library labs for Library staff and public; and the development and delivery of frameworks and applications to support collaborative storage, delivery, and preservation of information resources. The digital and library technology applications and collections developed and managed by Library IT are research vehicles that are used by Library patrons ranging from UC Berkeley faculty, students, and staff, other institutions' faculty and graduate students, to the general public.

### **Responsibilities**

Reporting to the Head of the Library IT Division and under their leadership, planning, and policy direction this position works closely with the Library IT department heads in Digitization Services, Applications Development Services, DevOps, Systems and Discovery, and project managers. This position is a member of Library IT's leadership team. This position oversees, and is responsible for, the entire lifecycle of digital and digitized collections -- from project selection and digitization to digital publishing and preservation. Working with collection stakeholders (curators and subject librarians) and functional experts (Metadata Services, Scholarly Communication and Information Policy, Preservation Services, Digitization Services, etc.) this position ensures coordination of review for responsible access workflows, oversees the creation of metadata, conservation/preservation, etc.

This position will:

- Lead, enhance, assess, implement, and coordinate digital initiatives in their entire lifecycle from selection to digitization to digital preservation and everything in between including related digital services.
- Lead planning and evaluation for new digital projects and collections with relevant stakeholders.
- Monitor progress toward project milestones and coordinate with stakeholders of participating departments in the Library and the University to ensure timely progress toward completion, making necessary adjustments in keeping with the priorities of the digital lifecycle program.

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- Play a lead role, in coordination with relevant stakeholders, in developing and documenting policies and designing workflows that make digital initiatives a transparent and collaborative process.
- Coordinate and facilitate the implementation of digital collection-related workflows and processes across departments, and leads cross-functional working groups.
- This position leads efforts to conduct highly complex analyses across a broad spectrum of digital collections programs, policies, and initiatives
- Develop and implement policies and processes to describe, ingest, publish, manage, migrate, and preserve digitized and born-digital objects.
- Work closely with the Head of Digitization Services on the planning and workflows related to digitizing collections in-house and/or with vendors/external partners
- Work closely with the Head of Library IT to improve and develop services to enhance and improve the digital projects lifecycle.
- Stay up to date on developments in digital libraries, digital pedagogy, and digital preservation in order to effectively communicate their implications to library and campus stakeholders and to identify possibilities for collaboration and partnership on digital initiatives within the Library, campus, systemwide, and nationally.
- Seek out new opportunities for the Library with emphasis on innovation, digital developments, and new roles for academic libraries in digital pedagogy and curriculum.
- Lead and/or participate in UC-wide and Library-level committees, task forces, and/or special projects
- Serve as a public and internal face for digital initiatives by representing the Library on internal and external committees, working groups, and other professional organizations as needed.

UC Berkeley librarians are expected to participate in library-wide planning and governance and work effectively in a shared decision-making environment. Advancement in the Librarian series is based in part on professional contributions beyond the primary assignment; the successful candidate will show evidence or promise of such contributions to the Library, campus, UC system, and profession.

To be an effective colleague, this position will be a fair, progressive partner to Library staff; lead library-wide discussions; aid in creating and communicating Library policies; contribute to division-wide and program-wide priority setting and project management; and foster an environment of collaboration, creative thinking, and continuous improvement.

UC professional librarians are academic appointees and are represented by an exclusive bargaining agent, University Council - American Federation of Teachers (UC-AFT). This position is in the bargaining unit. UC Berkeley librarians are expected to participate in library-wide planning and governance and work effectively in a shared decision-making environment. Librarian advancement is

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partially based upon professional contributions beyond the primary assignment; the successful candidate will show promise or evidence of such contributions to the Library, campus, UC system, and profession.

Librarians are entitled to appropriate professional development leave, vacation leave, sick leave, and all other benefits granted to non-faculty academic personnel. The University has an excellent retirement system and sponsors a variety of group health, dental, vision, and life insurance plans in addition to other benefits.

**Department:** <http://www.lib.berkeley.edu/>

### Qualifications

#### **Basic qualifications** (required at time of application)

Advanced degree

#### **Additional qualifications** (required at time of start)

- Minimum three years of direct experience leading, managing, or coordinating digital initiatives (digitization projects, digital content management systems and/or web-based delivery of digital objects, digital preservation, etc.)
- Minimum three years of direct experience with digital collection management or repository platforms or extensible services such as TIND DA, DSpace, Samvera-based platforms, Islandora, DigiTool, etc.

#### **Preferred qualifications**

- Master's degree from an ALA-accredited institution or equivalent international degree.
- Experience being an effective project manager and coordinator who fosters an inclusive, efficient, and collegial workplace.
- Knowledge of or experience with tools and technology standards typically used in digital library environments, especially for digital/digitized collections.
- Knowledge of or experience with digital preservation standards, best practices and digital preservation repositories.
- Knowledge of or experience with digital file formats.
- Experience with web archiving and born-digital tools and processes.
- Experience with metadata standards relevant to the management of digital objects (EAD, Dublin Core, MODS, METS, PREMIS, etc.).

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- Experience ensuring that digital content is accessible and usable.
- Knowledge of audio and video formats, streaming, and platforms and applications.
- Demonstrated ability to manage multiple complex projects involving many stakeholders simultaneously.
- Knowledge of trends, issues, and resources in digital library systems, assessment, metadata, and outreach.
- Knowledge of current and recent industry trends in digital library search, discovery, and delivery systems.
- Demonstrated ability to plan, coordinate, and implement effective programs, complex projects, and services.
- Experience or commitment to advancing diversity, inclusion, and belonging through digital practice, scholarship, and service
- Experience coordinating individuals and groups in matrix reporting relationships.
- Experience working in academic libraries or GLAM institutions.

### Application Requirements

#### Document requirements

- Curriculum Vitae - Your most recently updated C.V.
- Cover Letter
- Statement on Contributions to Diversity, Equity, Inclusion, and Belonging - Statement on your contributions to diversity, equity, inclusion, and belonging in research, teaching, and service, including information about your record of activities to date, and plans for contributing if hired at UC Berkeley. [More Information and guidelines.](#)

**Apply link:** <https://aprecruit.berkeley.edu/JPF04720>

**Help contact:** [richard.brown@berkeley.edu](mailto:richard.brown@berkeley.edu)

### About UC Berkeley

UC Berkeley is committed to diversity, equity, inclusion, and belonging. The excellence of the institution requires an environment in which the diverse community of faculty, students, and staff are welcome and included. Successful candidates will demonstrate knowledge and skill related to ensuring equity and inclusion in the activities of their academic position (e.g., teaching, research, and service, as applicable).

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The University of California, Berkeley is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status.

Please refer to the [University of California's Affirmative Action Policy](#) and the [University of California's Anti-Discrimination Policy](#).

In searches when letters of reference are required all letters will be treated as confidential per University of California policy and California state law. Please refer potential referees, including when letters are provided via a third party (i.e., dossier service or career center), to the [UC Berkeley statement of confidentiality](#) prior to submitting their letter.

As a University employee, you will be required to comply with all applicable University policies and/or collective bargaining agreements, as may be amended from time to time. Federal, state, or local government directives may impose additional requirements.

As a condition of employment, the finalist will be required to disclose if they are subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct, are currently being investigated for misconduct, left a position during an investigation for alleged misconduct, or have filed an appeal with a previous employer.

- "Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer.
- [UC Sexual Violence and Sexual Harassment Policy](#)
- [UC Anti-Discrimination Policy for Employees, Students and Third Parties](#)
- [APM - 035: Affirmative Action and Nondiscrimination in Employment](#)

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**Job location**

Berkeley, CA

To apply, visit <https://aprecruit.berkeley.edu/JPF04720>

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

N/A

University of California Berkeley

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