

## **SCRLC Position Available: Digital Services Librarian**

[South Central Regional Library Council](#) (SCRLC) seeks a **Digital Services Librarian** to join the SCRLC team. The Digital Services Librarian provides leadership, advice, expertise, training/instruction, and guidance to SCRLC members in the area of digital services including digitization, metadata, and information technology. The Digital Services Librarian actively participates in regional, state, and national discussions relating to digitization and related areas.

### **Primary Responsibilities**

#### **Digitizing and Digitization (80% of time)**

- Provides leadership, advice, expertise, training/instruction, and guidance to SCRLC members regarding digitization and metadata issues, remotely and onsite.
- Manages the regional digitization program, including SCRLC's participation in New York Heritage (NYH) and other Empire State Library Network (ESLN) digital initiatives, e.g., traveling and online exhibits.
- Obtains and manages outside grant funding to enhance SCRLC's digitization program.
- Represents SCRLC in the New York State and national digital library community.
- Serves as liaison with the Digitization Advisory Committee and any related special interest group (SCRLC or ESLN); participates on outside committees, panels, or task forces as relevant.

#### **Information Services and Technology (15% of time)**

- Researches, develops, implements, and promotes information & technology services, programs, and projects to serve members' needs and expand membership.
- Manages SCRLC's in-house information technology strategy and initiatives to improve members' online experiences via [scrlc.org](http://scrlc.org); works to improve members' access to on demand information and resources related to digital services and emerging technologies.
- Manages the contracts and passwords for electronic resources made available to regional libraries through SCRLC's programs; troubleshoots access and passwords as necessary.
- Manages statistics for all SCRLC-related databases and websites; analyzes and prepares reports.

#### **Other Professional Activities (5%)**

- Attends programs, meetings, and events; conducts field visits.
- Presents programs at regional, statewide, or national conferences.
- Represents the Council on at least one School Library System Advisory Council.
- Works with Council assessment initiatives.

### **Required Qualifications**

- MLS/MLIS degree from an ALA-accredited institution.
- Ability to thrive in a busy, collaborative, collegial multitype library system environment that works closely with all types of libraries, library systems, and cultural organizations.

- Excellent organizational and project management skills, including planning, workflows, and budgeting.
- Ability to initiate and maintain programs and services to meet identified needs.
- Ability to work both independently and in a team-based environment.
- Ability to meet deadlines and work under pressure.
- Excellent communication skills, both oral and written.
- Experience working with and an aptitude for learning new software applications, systems, and metadata standards.
- Working knowledge of legal and copyright issues regarding electronic and digital resources, as relating to consortia, libraries, and cultural organizations.
- Strong service orientation and interest in understanding members' values and needs.
- Commitment to diversity, equity, and inclusion. This includes an understanding of the importance of a diverse workforce in our libraries and cultural organizations, inclusive programs and services, and the inclusion of materials from historically oppressed and marginalized groups in our digital collections.

### **Preferred Qualifications**

- Collaborative library networks/consortia experience.
- Knowledge of metadata standards and vocabularies surrounding digital libraries, cataloging, and resource description, including Dublin Core, Library of Congress authorities, and MARC.
- Experience managing electronic resources (e.g. reporting and negotiation).
- Knowledge of LibGuides, social media, and website development and platforms, e.g. WordPress.
- Experience working with cultural heritage materials, special collections, and/or archives.
- Experience working in at least two types of libraries/systems or cultural organizations.
- Knowledge of digital preservation concepts and activities.

### **Physical Demands**

This position requires a reasonable level of mobility (sitting, standing, bending over, climbing stairs, walking) and the ability to communicate (see, hear, listen, speak) along with extensive computer use. The digital services librarian must occasionally lift and /or move up to 25 pounds. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform essential functions.

### **Salary and Benefits**

This is an exempt, full-time position. The salary range is \$50,000-\$55,000, commensurate with experience. SCRLC's full-time work week is 37.5 hours per week, expecting to shift to 35 hours per week after July (no reduction in salaries or benefits). We offer a comprehensive benefits package that includes 21 vacation days, 3 personal days, 12 sick days, and 14 holidays—and much job flexibility and possible telecommuting options. 10% of one's salary is contributed to TIAA retirement; health and dental insurance are also available

### **SCRLC's Work Environment**

The work environment is a small office located in downtown Ithaca. The Council's staffing

comprises fewer than ten persons and includes degreed librarians, support staff, and occasional interns and temporary employees working on grant projects. Staff members are flexible, respectful, positive, collaborative colleagues who work well together to accomplish the Council's goals and objectives. The noise level is quiet to moderate.

SCRLC is one of nine multitype Empire State Library Network (ESLN) Councils and serves over 75 members across 10,044 square miles in its 14-county region of Allegany, Broome, Cayuga, Chemung, Chenango, Cortland, Delaware, Otsego, Schuyler, Seneca, Steuben, Tioga, Tompkins, and Yates. Members include academic, hospital, corporate and non-profit libraries, public library systems, and school library systems and their members, and other cultural organizations. Altogether, SCRLC reaches over 500 libraries. For more information about SCRLC, visit [scrlc.org](http://scrlc.org).

### **About Ithaca and Tompkins County**

Ithaca is a diverse, multicultural community located along the shores of Cayuga Lake on the traditional homeland of the Cayuga Nation of the Haudenosaunee people. The area, in the heart of the Finger Lakes region, is renowned for its beautiful gorges, waterfalls, hiking trails, and rolling hills that are home to some of the country's best vineyards. Authors, artists, musicians, and performers find inspiration from this beautiful and environmentally conscious area. With several colleges and universities within a half-hour's drive, the region is also home to some of the world's leading scientists and researchers.

### **How to Apply**

Email a cover letter, resume, and the names of three references to Mary-Carol Lindbloom, Executive Director, South Central Regional Library Council, [mcclindbloom@scrlc.org](mailto:mcclindbloom@scrlc.org).

If you require an accommodation for a disability in order to apply or to participate in the recruiting process, inform the executive director.

### **Deadline for Application**

We will begin reviewing applications on **Friday, February 21, 2020** and will continue until the position is filled.

*South Central Regional Library Council is committed to diversity, equity, and inclusion in all aspects of our operation from the Board of Trustees and guiding principles to staffing, programs, and services. Having representation and engagement from library workers from diverse and underrepresented groups - including but not limited to race, ethnicity, gender identity or expression, sexual orientation, age, ability, religion, spiritual traditions, skill sets, and experiences - can effectively position us to address the changing needs of our members and their communities. No one will be denied consideration for or participation in any of our programs, services, committees, special interest groups, or Board of Trustees on the basis of any legally prohibited discrimination involving but not limited to such factors as those mentioned above. We are an affirmative action/equal opportunity employer.*