University of Edinburgh

Job Description

1. Job Details

Job title: Digital Library Officer (Digital Image Data Archive)
School/Support Department: Information Services (Library, Museums and Galleries)
Unit (if applicable): Collections Division
Line manager: Digital Library Officer (Projects)

2. Job Purpose

To ensure that EUL’s digital imaging activities can integrate and interoperate with standards and procedures used across the University. To increase the number of image collections disseminated by EUL and to encourage uptake of these throughout the University. To seek opportunities for EUL to generate additional income through digital imaging.

3. Main Responsibilities

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1. Implementing and managing content of a Library, Museums & Galleries and Image Management System in order to facilitate collections management and maximise resources.

2. Working with other University dataset holders to identify opportunities for the collaborative development of e-learning materials, thereby increasing resources available to staff and students.

3. Managing and co-ordinating image cataloguing activities so that images can be searched, located and accessed more easily.

4. Creating, updating and revising image metadata schemas employing international standards to ensure interoperability with schemas used in other EUL datasets.

5. Supporting the Digital Library Officer (Projects) to build and extend Insight image collections in order to make digital image collections relevant to a wider University audience.

6. Creating business plans for e-commercial activities, and seeking funding opportunities for image-related holdings and projects so that Digital Imaging activities can become more self-sustaining.

7. Marketing and providing training on image collections throughout EU, so as to increase use of digital images across the University.

8. Ongoing research and production of papers so that digital imaging work carried out at EUL is recognised by the international community.

4. Planning and Organising

- Individual yearly work-plan agreed with line manager.
- Where work is carried out collaboratively with other EUL staff, work is agreed and prioritised by the relevant staff member or group.
- Definition and prioritisation of cataloguing activities.

5. Problem Solving

- Where several standards or methods are used, trying to identify a single standard that can be used by all.
- Matching expectations of digital imaging outputs with IT resources available.
- Identifying areas of commonality and developing strategies to integrate these.

6. Decision Making
• Making recommendations on approaches to managing digital image collections and the processes involved in creating these, in collaboration with key staff.
• Deciding which images and collections have potential commercial value.
• Deciding what areas of EUL’s digital imaging work should be disseminated to the international educational community through publication of research findings.

7. Key Contacts/Relationships
• Information Services: Line manager, image cataloguer, Digital Imaging Unit team, Special Collections and Archives staff, and staff from other EUL and IS teams to ensure acceptance and integration of standardised resource development and to identify collaborative opportunities.
• University: Incremental contact with academics from various University departments to seek ways in which EUL can meet their digital image requirements.
• External: Regular meetings with staff from university academic and support departments across the UK to share experience and knowledge and ensure the University remains at the forefront of digital imaging development. Representing EUL and the University at meetings, conferences, seminars, etc.

8. Knowledge, Skills and Experience Needed for the Job

Qualifications
• Post-graduate qualification in Librarianship or Information Science
• Under-graduate qualification in visual subject area

Skills and Knowledge
• Knowledge of standards relevant to digital library development
• Awareness of academic library policies and strategies
• Understanding of metadata schemas, controlled vocabularies and thesauri
• Understanding of the use of images to support learning, teaching and research
• Knowledge of digital preservation issues and methodologies
• Some understanding of the technical issues associated with digital imaging
• Understanding of copyright, other IPR, FOI and Data Protection issues
• Ability to undertake research and translate findings into practical, achievable goals
• Ability to identify funding sources and to write funding applications
• Ability to produce formal reports and papers
• Ability to deliver training and create training materials
• Ability to initiate own work and work without supervision

Experience
• Experience of working in academic environments
• Experience of staff management
• Previous experience of working on image projects
• Previous involvement in e-learning projects/activities

9. Dimensions
• Currently manage one full-time image cataloguer.
• Responsible for the management, through a Museums and Image Management System, for currently over 30,000 digital images.

10. Job Context and any other relevant information
• Need to maintain awareness of issues and developments in the rapidly-changing area of digital imaging and preservation.