University of Edinburgh
Job Description

1. Job Details

Job title: Digital Library Officer, Special Collections

School/Support Department: IS/Library, Museums and Galleries

Unit: Collections Division

Line manager: Special Collections Manager & University Archivist

2. Job Purpose

The management, delivery and maintenance of internally and externally funded digital imaging projects in line with strategic objectives to generate resources for research, teaching, e-learning and development; the advocacy of the resultant services and resources across Information Services, the three University Colleges and internationally.

3. Main Responsibilities

1. Conception and management of digital imaging projects, including detailed planning, costing and submission of applications to funding agencies, and the organisation of project workflows to develop innovative resources for research, teaching, and learning and realise strategic objectives. Approx. % of time

2. Management and ongoing maintenance of all image collections made available through Luna Insight (or other delivery systems) and advocacy of these systems to the University community including the creation and maintenance of web pages to provide contextual information and widen resource uptake.

3. Researching, disseminating and recommending policy and information relating to digital imaging and Luna Insight to colleagues, the wider University, other HEIs and national institutions, to generate synergies and enhance the reputation of the University at the forefront of digital imaging developments in the UK.

4. Joint supervision (with the User Services Librarian) and provision of advice to the staff of the Digital Imaging Unit to maintain state of the art imaging facilities and the highest quality output.

5. Management of technical and descriptive metadata creation and capture, including research into best international practice to enable interoperability and cross-searching of multiple image collections.

6. Coordination of IT provision and work stations for Special Collections in order to maintain the best technical infrastructure and working environment for staff.

7. Identification and initiation of suitable projects for student work placements (interns), including supervision and assessment (in collaboration with the academic supervisor).

8. Contributing, as required, to core service delivery, notably Reading Room invigilation.

4. Planning and Organising

1) Self-generate work relevant to the development of digital imaging in Edinburgh University Library, Museums and Galleries.

2) Work planning takes the form of regular meetings with the Special Collections Manager, the Director of Collections, and other Project stakeholders to assess progress against objectives and deliverables as agreed in project work programmes and yearly work plans.

3) Negotiations with collaborating institutions and funding agencies to ensure effective project planning.

5. Problem Solving

1) Resolve technical issues relating to the creation and delivery of digital images, often by collaboration with the Information Systems team.
2) Management of finances and staff resources to accomplish assigned tasks.

3) Managing the interface between academic expectations and technical capacity.

6. Decision Making

1) Decide on the recruitment of project staff in consultation with other members of the appointment board.

2) Decide how to control relevant project budgets and thereby produce the required outputs, within available resources.

3) Prioritisation of own work.

4) How to exercise quality control of outputs.

7. Key Contacts/Relationships

1) Close co-operation with most other members of Special Collections AL team, in particular the User Services Librarian regarding the imaging of primary materials and the management of the Digital Imaging Unit.

2) Contact with academic staff of the University in order to develop new imaging projects, and advising academic staff on the development of image resources for e-learning and research purposes.

3) Liaison with Information Systems and EUCS regarding the IT elements of digital imaging and image delivery.

8. Knowledge, Skills and Experience Needed for the Job

1) Education to post-graduate degree level, with an understanding of research level activities.

2) At least 3 years of theoretical and practical experience of studio-quality digital imaging technology and standards.

3) Good aesthetic awareness, with some understanding and interest in art history. Demonstrated commitment to historic collections.

4) Good ITC skills, including experience of website design employing HTML, and Adobe Photoshop.

5) Project management experience in an HEI environment, including income generation.

9. Dimensions

Management of an aggregated image archive, currently including over 450,000 images from home-grown and licenced collections, in line with the Library's strategy on digital imaging.

Line manager (direct reports) for 3 full time staff (AL, AR and CN), plus 1 indirect report (CN) and collaborative management of 2 further Digital Imaging Unit staff.

Supervise and assess 1 undergraduate and 1 graduate intern on semester work placements.

Administration of internal and external project funding over period of grants (c.£80k in 2005).

‘Customers’ – over 200 students and staff reliant on image based e-learning resources.

10. Job Context and any other relevant information