

Position Title: Digital Services Librarian
Date Prepared: July 25, 2022
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Division: Digital Services and Technologies
Department: Digital Programs and Initiatives (DPI)
Reports to: Manager, DPI

As the largest university library system in the Washington D.C.-Baltimore area, the University of Maryland (UMD) Libraries serves more than 41,000 students and 14,000 faculty and staff of the flagship College Park campus. The Libraries' extensive collections, programs, and services enable student success, support teaching, research, and creativity, and enrich the intellectual and cultural life of the community. A member of the Big Ten Academic Alliance and the Association of Research Libraries, the UMD Libraries were honored with the 2020 Excellence in Academic Libraries award in the university category from the Association of College and Research Libraries.

The University of Maryland Libraries are committed to advancing diversity, equity, inclusion, and accessibility. We support university and library efforts to create a more just campus environment, understanding the unique, interdisciplinary focus of libraries and archives as collectors and curators of the historical, literary, artistic, and scientific record. We provide collections, services, and programs that reflect the diversity of our community, heighten cultural awareness, and incorporate the histories, experiences, and expressions of those who have been historically marginalized and/or underrepresented. We work to ensure equitable access to our facilities, resources, and services.

NATURE OF WORK

The Digital Services Librarian is responsible for supporting digital applications, cross-platform integrations, and product management activities at the University of Maryland Libraries. Reporting to the Manager, Digital Programs and Initiatives, the Digital Services Librarian actively works with staff throughout the UMD Libraries to gather business requirements for development of new and refined digital library software application features, integrations, and workflows, and provides support and instruction to UMD Libraries' staff in the installation, development, and use of digital applications. The Digital Services Librarian collaborates closely with staff in the Software Systems Development and Research department to implement new and upgraded applications, perform quality assurance testing, communicate issues clearly, and act as product owner for applications under the Digital Programs and Initiatives portfolio. Serving as a translator and bridge between UMD Libraries staff and technical departments, the Digital Services Librarian will ensure that all parties gain shared understanding of system requirements and project scope. The Digital Services Librarian serves as an active member of Digital Services and Technologies, contributing to divisional initiatives and leading specific projects; incorporates support for new tools and applications into library services; and maintains close engagement with issues relating to digital technologies, such as repository development,

inclusive design practices and accessibility standards, and project management methodologies like Agile.

DUTIES AND RESPONSIBILITIES

- Gathers and documents business requirements for new software applications, services, and integrations to meet the needs of the Libraries;
- Maintains and troubleshoots both legacy systems and new systems;
- Provides training and technical support as appropriate to Libraries personnel and external users of applications in the Digital Programs & Initiatives portfolio, including multiple digital repositories and open scholarship platforms;
- Collaborates closely with both technical and non-technical staff from throughout the UMD Libraries, and communicates clearly with all stakeholders;
- Participates in the development, testing, and execution of digital applications projects throughout their life-cycle, in an Agile software development environment;
- Conceives and develops scripts in support of departmental needs and specifically in order to allow staff to carry out large, complex tasks more efficiently;
- Investigates and implements new technologies and research tools to support the work of the UMD Libraries;
- Maintains advanced knowledge of inclusive application design practices and accessibility standards;
- Engages in shared-governance and/or service activities, as appropriate and/or in areas in which the individual is interested in volunteering;
- Participates in library-, consortial- or campus-related task forces, committees, and initiatives, as assigned;
- Participates in training related to promoting diversity, equity, inclusion, and accessibility, as provided by the University, the Libraries, and/or other recognized higher education or community organizations;
- Contributes to achieving the University's and/or the Libraries' diversity, equity, inclusion, and accessibility goals;
- Performs other duties, as assigned.

PHYSICAL DEMANDS

This job operates in a professional office environment. This is largely a sedentary role.

QUALIFICATIONS

Required

- knowledge of digital collections and institutional repository platforms;

- knowledge of current web accessibility standards and their implications for application development;
- ability to generate and maintain user stories, business requirements, acceptance test plans, project plans and charters, and application user manuals and documentation;
- Ability to manage complex technical projects
- Ability to work both independently and as part of a team
- Excellent communication and interpersonal skills
- Excellent problem-solving skills

Preferred

- Scripting skills with languages like Python, Javascript, or equivalent
- Familiarity with Agile project management methodologies in a role such as Product Owner
- inclusive design frameworks
- knowledge of library application integration methods, including data exchange protocols such as RDF and linked data, APIs, and metadata interoperability frameworks;

EDUCATION

Required

Master's degree in Library or Information Science from an ALA-accredited institution of higher education or a non-USA equivalent by the start of employment, or an advanced degree with two years relevant experience.

Preferred

Professional development training or certification as a product owner in Agile, Scrum, or comparable project management methods.

EXPERIENCE

Preferred

- Demonstrated experience managing library applications, such as digital repositories, digital scholarship platforms, discovery systems, or integrated library systems;
- Experience managing or collaborating with library technology projects with multiple stakeholders;
- Experience with Fedora, Samvera, Avalon, or Islandora
- Experience working in an academic library

Faculty Requirement

This position is appointed to Library Faculty Ranks as established by the University System of Maryland Board of Regents. Rank at appointment is based on the successful applicant's experience and relevant credentials. Library Faculty at the University of Maryland must demonstrate accomplishments and/or evidence of potential for future accomplishments in three areas: 1) librarianship, which includes the assigned area(s) of responsibility and professional development; 2) service, which includes participation in library, university, local, and national committees and professional organizations beyond the assigned area(s) of responsibility; and 3) research, scholarship, and/or creative activities, which includes self-directed inquiry and results dissemination to advance the state of the profession. Library faculty who are successful in meeting these criteria are awarded continuous employment in the form of Permanent Status. For additional information on faculty status at the University of Maryland Libraries, consult: <https://www.president.umd.edu/policies/2014-ii-100b.html>.

Vaccination Requirement

The University of Maryland has made the safety of our students, faculty and staff, and our surrounding communities a top priority. As part of that commitment, the University System of Maryland (USM) recently announced that students, faculty, and staff on USM campuses this fall, including UMD, are required to be vaccinated against COVID. As a prospective and/or a new employee at UMD, you will be required to comply with the University's vaccination protocol. Proof of full vaccination will be required before the start of employment in order to work at any University of Maryland location. Prospective or new employees may seek a medical or religious exemption to the vaccination requirement at return.umd.edu and must have an approved exemption prior to the start of their employment. Failure to provide proof of vaccination or to obtain approval for a medical or religious exemption will result in the offer of employment being rescinded.

Background Check Requirement

Offers of employment are contingent on completion of a background check. A prior criminal conviction or convictions will not automatically disqualify a finalist from employment in the position. Prior to any adverse decision, you will have an opportunity to provide information to the University regarding your background check. You will also be provided an opportunity to appeal any decision prior to a final outcome.