



Digital Archives and Preservation Librarian

Archives & Special Collections

University Library System

University of Pittsburgh

This is a full-time librarian appointment to head the Digital Curation and Preservation Services unit within Archives & Special Collections (A&SC), a department within the University Library System (ULS). A&SC is comprised of a variety of components, including University Archives, Archives of Industrial Society, performing arts, literary and rare book collections, preservation and digital reformatting, and others. The Digital Archives and Preservation Librarian reports to the Associate University Librarian for Archives & Special Collections.

The unit head will lead and supervise a newly established unit within A&SC that provides capability and expertise in digital archiving and electronic records management, as well as digital and physical preservation, including digitization, reformatting, and disaster response. The incumbent will shape the development of a digital archives record program in the ULS by creating policies and determining workflows with consultation and partnership from other ULS departments. This work will include determining best methods and strategies for effectively acquiring, appraising, ingesting, describing, preserving, and accessing born-digital and hybrid collections. Will work across ULS departments, including Metadata and Discovery, Information Technology, Web Services, and Digital Scholarship.

Responsibilities

Lead, supervise and train newly established unit within A&SC that includes supervision of 4 FTE staff and multiple student assistants.

Oversee policies and procedures for acquiring and creating born-digital and digitized material within Archives & Special Collections. This includes but is not limited to:

- Digital material on current and legacy physical media, including hard drives, floppy disks, compact disks, and others.
- Web-based material, particularly with reference to University Archives materials and those related to donors. Includes websites, email, and social media.
- Digitized material scanned in-house, including manuscripts, photos, audio-visual material, and publications.
- Research and develop policies on appraisal, ingest, access, and preservation concerning digital and electronic resources. Investigate and integrate proper digital forensic tools in order to help ensure authentic and appropriately protected archival materials.

- Develop and institute practices for processing workflows, including appropriate arrangement, description, and preservation procedures. Provide documentation and training for peers and students for how to successfully follow these processes.
- Provide leadership within the ULS to support digital preservation practice and the development of a comprehensive organizational digital preservation plan.
- Identify and collect University and collection-related websites using Web-archiving tools like Archive-It.
- Participate as necessary in discussions at the University level regarding the proper storage of digital records belonging to the university, with a focus on email and research data management.
- Provide consultation service to University faculty and staff to promote education on preserving digital material and retrieving information from legacy media formats.
- Participate as part of the professional community to stay up to date on new programs, standards, and developments within the rapidly-growing digital archives field. This includes pursuing continuing education and certification, as well as work on professional groups within the library and archival field.
- Provide research assistance and security for the A&SC Reading Rooms on a scheduled basis from four to eight hours per week. Serve as the primary source of reference assistance for digital materials, but also demonstrate knowledge of other A&SC collections.

Librarians at the University of Pittsburgh are members of the faculty and are expected to demonstrate continuous professional development in addition to performing their specific responsibilities. This expectation includes such activities as participating in and contributing to departmental, library and campus-wide committees or working groups as well as the profession at a regional, national, and/or international level, maintaining a broad awareness of current and emerging issues that affect their particular areas of expertise, participating in relevant publishing and presentation opportunities, and pursuing knowledge of professional trends and developments that can be applied to evolving research, services and collections.

Qualifications

Required: ALA-accredited MLS/MLIS or equivalent advanced degree. Minimum of 5 years previous experience as an archivist, preferably in an academic setting. Knowledge of current trends in digital archives, including involvement in appropriate professional organizations. Knowledge of metadata standards such as MODS and PREMIS. Experience with archival content management systems, particularly Archivists' Toolkit and ArchivesSpace. Experience using forensic technologies, particularly BitCurator. Understanding of legal and ethical concerns affecting digital media, particularly with reference to copyright and privacy. Knowledge of current digitization and preservation reformatting practices. Demonstrated ability to solve problems. Excellent project management and organizational skills. Demonstrated dedication to professional development. Ability to work across departments to achieve goals. Excellent written and oral communication skills.

Preferred: 3 or more years working directly with digital archival material, including acquisition, arrangement, description, and preservation elements. Digital Archives Specialist certification from the Society of American Archivists. Knowledge of Drupal, Islandora, and Fedora environments. Experience

with shell scripting. Familiarity with OAIS standards. Familiarity with information architecture and user experience design principles. Experience with research data management concerns. Experience with Web-archiving resources such as Archive-It.

The University of Pittsburgh Library System

The University of Pittsburgh's University Library System (<https://www.library.pitt.edu/>) is a member of the Association of Research Libraries and contains over 4.7 million print and electronic volumes, including access to over 300,000 journals and 570 databases. The University Library System (ULS) consists of 14 libraries and employs 75 faculty librarians and 103 staff. In addition to the ULS, the University of Pittsburgh includes libraries for the health sciences and law school.

The ULS stands at the center of intellectual life at the University of Pittsburgh, fostering connections and knowledge creation and dissemination that help faculty, students, and researchers from around the world to excel in research, scholarship and creative expression. It supports and enhances faculty and student productivity through its extensive collections, innovative Open Access publishing, and user-centered focus.

The ULS has recently enacted a major organizational realignment and is currently aggressively hiring in many areas of strategic priority, including research support, digital scholarship and creation, entrepreneurship and innovation, as we are repositioning our services to respond to and anticipate changes in research, teaching, and learning. We are also in the midst of a top-to-bottom renovation of Hillman Library, the central library of the University of Pittsburgh campus which saw 1.9 million visitors in FY17. The reinvented Hillman (<http://library.pitt.edu/hillmanreinvention>) will be a light-filled home to spaces, from vibrant to serene, for digital making and exploration, showcasing unique collections, advancing academic study, and fostering energetic, collaborative exchange.

This is an exciting time to join the Pitt library system and contribute to envisioning the library of the future.

The University of Pittsburgh

Founded in 1787, the University of Pittsburgh (<http://www.pitt.edu/>) is one of the oldest institutions of higher education in the United States. Today Pitt is an internationally recognized center of learning and research, strong in the arts and sciences and the professions. Pitt serves approximately 32,000 students, including more than 9,000 graduate students, in the 16 schools at the Pittsburgh campus and the four regional campuses. Pitt attracts, on average, more than \$700 million in research funding every year. It is also one of the nation's top producers of Fulbright students and scholars for the 2017-18 academic year (according to the U.S. Department of State's Bureau of Educational and Cultural Affairs), and is among only 16 institutions in the country to be named a top producer in both the Fulbright U.S. Student and Scholar programs. In 2018, for the second consecutive year, the *Wall Street Journal/Times Higher Education* College Rankings named Pitt as the best public university in the Northeastern United States.

The City of Pittsburgh

The city of Pittsburgh is located in the foothills of the Allegheny Mountains in Southwestern Pennsylvania. Consistently ranked as one of the most livable cities in the United States, Pittsburgh is recognized for its natural beauty and unique blend of cultural, education, and technological resources. Additional information on the city of Pittsburgh can be found at: <https://www.visitpittsburgh.com/>

Salary: Commensurate with experience. Comprehensive benefits package including one month vacation per year; excellent medical plans; TIAA/ Vanguard; and tuition assistance.

Successful candidate will meet the criteria for appointment at the rank of Librarian II or III, and will be hired on an initial 3-year renewable contract. For further information, please see:

<http://pi.tt/NESLibrarianApptReview>

To apply, submit letter of application and CV with the names/addresses/phone numbers of three professional references via email to: William Gentz, Director of Administrative Services (gentz@pitt.edu)

Visa sponsorship is not offered with this position.

Review of applications will begin immediately and continue until position is filled; primary consideration will be given to those received by July 6, 2018.

The University of Pittsburgh is an Equal Opportunity Employer

Minorities/Women/Vets/Disabled