



Classification Description

Job Title: Digital Curation Specialist

Pay Grade: 107

Job Code: 4242

FLSA Status: Exempt

Job Purpose

This position is responsible for selection and digitization of FSW's collection of digital materials presented in eReserves, Archives, and Digital Commons. This is technical work performing complex and integral Library job functions within a specialty area within the Division of Libraries at an assigned campus library. Other duties include assisting Librarians, administrators, and professional staff in the day-to-day operations of the College Library to include circulation, reference, online access to information, and other related activities. The Digital Curation Specialist also delivers basic assistance to students in all aspects of computer and printing usage. This position reports to the Assistant Director for Library Services.

General Responsibilities

Essential Functions

Provides basic equipment troubleshooting in the Library user areas including copiers, printers, and computers and reports problems to assigned supervisor.

Operates and reports issues of the automated system (Alma) and assists in training as requested by assigned supervisor.

Assists Librarians in helping users with information resources.

Compiles daily, monthly, and annual reports on activities within the Division of Libraries, as requested.

Delivers basic assistance to students in all aspects of computer and printing usage.

Creates, processes, and reviews invoices created in the Alma Acquisitions module.

Receives and process print materials (generating barcodes, creating spine labels, etc.).

Maintains ordered items' status through the post-receiving process.

Adheres to established acquisitions, cataloging and metadata workflows related to processing academic content.

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Assists in Alma Acquisitions configuration with the Rialto marketplace.

Assists with eResources activation and portfolio management in Alma.

Ensures newly processed materials are dispatched to the appropriate campus libraries.

Electronic Reserves (eReserves)

Manages the Controlled Digital Lending project creating and delivering digitized course reserve materials for all FSW courses.

Scans books placed on reserve by faculty.

Generates exported scanned derivative metadata sets to the FSW repository of eReserve titles for student access.

Adds eReserve titles to the College's repository.

Communicates with faculty to encourage eReserve use.

Compiles usage statistics.

Organizing the eReserves' physical holding area.

Electronic Resources

Researches license agreements in order to place new subscription orders and monitors subscriptions in relationship to existing license expirations and renewals, registration and activation of electronic subscriptions.

Reviews and assesses the electronic resources workflow, including the database resources, and the ordering, invoicing, and cataloging of electronic resources.

Maintains awareness and engagement of trends and developments in e-resource acquisitions and management.

Assists in the performance of original and copy cataloging when necessary.

Works with Library faculty and staff to ensure information within FSW Libraries' electronic resources are accurate and appropriately shared and distributed.

Assists in the collection and reporting of appropriate statistics related to the use of electronic resources.

Represents the Library by serving on appropriate internal and external committees and participates in relevant local, regional and national professional organizations and associations.

DIGITAL CURATION SPECIALIST

Maintains a high level of confidentiality.

Archives Management

Plays an integral role in the implementation, development, and management of Digital Commons and other technologies used for preserving and providing access to digital assets.

Develops and implements a comprehensive long-term strategy for managing digital records in the Archives.

Assists with the planning and development of policies related to digital collections.

Creates and manages digital files, including preservation and technical metadata.

Scans and digitizes archival materials.

Analyzes, researches, and improves digital preservation workflows to ensure long-term care for born digital and digitized materials.

Consults on metadata for digital materials, applying appropriate schemas, standards, and controlled vocabularies to enhance discoverability and access.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree from a regionally accredited institution of higher education.

Two (2) year related full-time professional work experience. Appropriate combination of education and experience may be substituted.

Flexibility to work varied shifts, including evenings and weekends.

Ability to use library-specific databases.

Demonstrated experience using a personal computer, Microsoft Office software applications such as MS Word, Excel and Outlook email.

DIGITAL CURATION SPECIALIST

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a willingness to learn policies, procedures, and regulations pertaining to the position.
- Ability and willingness to make presentations in front of various sized groups.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with all constituencies of the College. Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: March 6, 2024.