Digital and Electronic Resources Librarian
Wolf Law Library, William & Mary Law School – Williamsburg, VA

Closes: March 5, 2020

Under the direction of the Head of Technical Services & Special Collections, the Digital and Electronic Resources Librarian leads the law school in the creation, delivery, preservation and on-going support of digital projects and collections in the broadest sense. The Digital and Electronic Resources Librarian provides vision and guidance for the William & Mary Law School Scholarship Repository that both responds to the law school community’s needs and is aligned with the Library’s collections and preservation priorities. The librarian engages with faculty and students to secure content and craft new partnerships, creates promotional materials, and actively advertises and develops the Repository. The librarian also furthers departmental objectives, goals, priorities and standards while working with all library departments regarding the use, structure and presentation of digital resources. The Digital and Electronic Resources Librarian also oversees the maintenance of the Law Library’s electronic resources records in the library catalog.

Institutional Repository and Digitization Projects

- Serves as the library’s expert relating to all aspects of digital collections and activities. Takes a lead role in the creation, management, and stewardship of the Law School’s Scholarship Repository and other digital collections, including creating and maintaining all digital files for the repository.
- Develops priorities for digital collections in consultation with the Library Director and Head of Technical Services & Special Collections. Keeps both apprised of current trends in digital archiving and file preservation.
- Creates, updates, and maintains repository and digitization policies and procedures for materials in all formats. Adapts these procedures accordingly as software and hardware are updated and/or replaced.
- Serves as liaison to faculty, law school departments, and student groups to facilitate the growth of the repository.
- Manages digitization of materials in all formats including scanning, converting multimedia, and modifying electronic files.
- Maintains awareness of new technologies to support more efficient digitization and/or higher quality documents.
- Maintains an awareness of Digital Archiving Standards and works within the campus community to ensure the preservation of born-digital documents related to the law school’s history and mission.
- Provides guidance to public services staff in the promotion of the repository and other digital collections to the law school and greater campus communities.
• Maintains an inventory of all law school faculty publications and their availability within the library’s collections.

**Technical Services**

• Maintains and updates catalog records relating to the law library’s collection of electronic resources. Loads bibliographic files, edits MARC records, and merges records as needed.
• Directs cataloging projects, including database cleanup of electronic resources, in consultation with the Head of Technical Services & Special Collections.
• Performs complex cataloging of items in all formats which require an advanced knowledge of law and law-related materials and a comprehensive understanding of the library’s classification and arrangement policies.
• Creates, runs and processes complex automated reports in the Alma integrated library system.
• Monitors, investigates, and evaluates metadata systems and standards for use with digital collections and collaborates with the department head on the types of metadata required for effective access to digital objects.
• Contributes to the development and maintenance of departmental procedures wiki.
• In the department head’s absence, provides guidance to the department and the director on technical services issues.
• Updates the library’s public-facing webpages as needed.

**Reference Services**
Based on candidate’s experience or interest, may provide reference services to law school students, faculty, staff, members of the college community, law school alumni, the Virginia bench and bar, and the general public.

**Professional Development**

• Continues intellectual and professional growth through involvement in professional associations, conference and workshop attendance, and other activities.
• Serves on library, law school or college committees.
• Performs other duties as assigned by the Head of Technical Services & Special Collections or the Director.

**Required**

• Master’s degree in library or information science from an ALA-accredited program.
• Demonstrated knowledge or interest in institutional repositories and digitization standards.
• Proficiency with metadata schemes, evolving standards, and emerging technologies.
• Interest in electronic information sources, web browsers, word processing, and other computer applications.
• Strong service orientation, excellent oral and written communication skills, and sound organizational abilities.
• Ability to view the library and its functions as a unified whole and work effectively and collegially with library staff and other members of the law school and college communities.

Preferred
• Prior experience in a law library, or a JD from an accredited law school.
• Demonstrated experience with institutional repositories and digitization standards.
• Demonstrated experience with managing electronic resources and technical services functions in an integrated library system, preferably in a law library and/or using Alma by ExLibris.
• Advanced knowledge of professional grade software programs such as Photoshop, Adobe Acrobat Pro and Final Cut Pro.

Apply at: https://jobs.wm.edu/postings/38089