

Digital Production Librarian, Libraries of The Claremont Colleges, Claremont Colleges Digital Library (CCDL), Claremont, CA

Position Summary: The Digital Production Librarian for the Claremont Colleges Digital Library will serve as the resident authority on digitization standards and best practices for all formats; establish and maintain digital conversion best practices for all formats including audio and video; implement digitization project workflows; schedule and oversee digitization projects; supervise digitization staff; participate in CCDL task force; and work with faculty and staff from the seven colleges on digitization projects.

Position Type and Compensation: This is an exempt full-time position, 40 hours per week, Monday through Friday. Position reports to the Digital Initiatives Librarian. Minimum starting salary is \$4,200 monthly. Starting salary offered and appointment to rank in the Librarian Series are commensurate with education and experience. In addition the Claremont University Consortium provides an attractive benefits program that includes medical insurance, sick leave, 22 days vacation, two personal days and ten paid holidays per year.

Essential Functions:

- Manage the operations of the Digital Production Center.
- Purchase, maintain and update digitization hardware and software.
- Collaborate with library staff and college faculty to select appropriate materials for CCDL collections.
- Design and implement project workflows.
- Schedule digitization projects.
- Provide written progress reports on digital projects.
- Determine digitization cost for each project.
- Identify digital storage needs and recommend storage medium.
- Assist with developing a preservation strategy for the CCDL.
- Train faculty and staff from the Colleges on digitization.
- Participate on the CCDL policies, guidelines and best practices task force.
- Maintain documentation on digitization best practices and digital preservation.
- Perform a weekly library service hour.
- Participate in departmental and libraries-wide committees and work groups established to further the mission of the Libraries of The Claremont Colleges.

Required Qualifications:

- ALA-accredited MLS, MLIS (required for Librarian appointment) or equivalent degree.
- Experience with digitization projects for a digital library, with 2 years of experience preferred.
- Comprehensive, hands-on experience creating digital collections in an academic library setting.
- Experience with numerous types of scanners such as flatbed, slide and camera.
- Knowledge of digitization best practices in an academic environment.
- Skilled in training others on scanning materials.
- Knowledge of how digital library collections are used in an academic setting.
- Familiarity with digital preservation and a trusted digital repository.
- Knowledge of existing and emerging metadata schemas.
- Advanced PC and Mac computer skills, and commonly-used productivity and internet applications.

- Awareness of copyright laws and rights management issues in a digital environment.
- Effective communication, planning, time management and organizational skills.
- Ability to work independently and in a team environment.
- Adeptness at working in a rapidly changing technological environment.

Desired Knowledge and Skills:

- Experience in an instructional or educational technology setting.
- Working knowledge of digital asset management systems such as CONTENTdm .

Application procedure:

Send résumé with cover letter and the names, addresses, telephone numbers, and email addresses of at least three references who are knowledgeable about your qualifications for this position to:

**Search Committee: Digital Production Librarian
Attention: Alberta Walker, Associate Director
Libraries of The Claremont Colleges
800 Dartmouth Avenue,
Claremont, California 91711**

Or email: search.committee@libraries.claremont.edu.

Applications received by January 30, 2008 will receive first consideration.