

Librarian, Digital Archives

Job ID

377711

Location

Toronto, ON

Full/Part Time

Full-Time

Regular/Temporary

Temporary

About Toronto Metropolitan

At the intersection of mind and action, Toronto Metropolitan University (TMU) is on a transformative path to become Canada's leading comprehensive innovation university. Integral to this path is the placement of equity, diversity and inclusion as fundamental to our institutional culture. Our current [academic plan](#) outlines each as core values and we work to embed them in all that we do.

TMU welcomes those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us in realizing the benefits of embedding these values into the work at every level and in every unit of the university. In addition, to correct the conditions of disadvantage in employment in Canada and to bring lived experiences to the work, we encourage applications from members of equity deserving groups that have been historically disadvantaged and marginalized, including First Nations, Métis and Inuit Peoples in Canada, First Nations Peoples in the United States, racialized people, Black people, persons with disabilities, women, and 2SLGBTQ+ people. Preference will be given to candidates with lived experiences as people from equity deserving groups, as well as experience working with these communities with which the University works every day. Please note that all qualified candidates are encouraged to apply and we welcome newcomers and immigrants to Canada.

In April 2022, the university announced its new name of Toronto Metropolitan University. Learn more about our [next chapter](#).

About the Department:

The University Libraries are vital to learning, teaching, and scholarly, research and creative activities at the University. Its primary role is to collect, organize, preserve, disseminate, and provide access to essential information resources. The Libraries collaborate across all parts of the University to foster critical thinkers and lifelong learners.

TMU Libraries' Archives & Special Collections was established to help support the learning and teaching needs and facilitate the scholarly, research and creative activities (SRC) of the University community by acquiring, describing and preserving specialized original archival

materials and fonds, as well as photography, film, and cultural history objects. The Archives describes, houses, preserves, and makes accessible a broad range of primary source materials which provide an administrative, academic, fiscal, legal, social, and cultural record of the University. In addition, it collects, preserves and describes other primary source archival materials related to SRC and teaching areas of the University.

The Library is committed to the TRC Calls to Action and is actively exploring ways to decolonize our work and these efforts are further supported by the Mash Koh Wee Kah Pooh Win (Standing Strong Task Force) recommendations and the University's in process renaming initiative. Our ongoing commitment to equity and community inclusion continue to shape and reaffirm our values and priorities as a Library and University.

The Opportunity

The Toronto Metropolitan University Libraries seek a creative, dynamic and public service oriented professional librarian to fill a contract position as Librarian, Digital Archives.

This position offers an exciting opportunity for a future-focused and progressive professional who is creative, dynamic, and detail oriented. As a member of the Archives and Special Collections team, the incumbent plays a key role in planning and developing a digital preservation strategy to ensure the sustainable and extensible preservation and access of digitized and born-digital research data, University records and archival materials. The incumbent implements the migration of existing digital collections to Permafrost to increase access, prominence, and preservation of the archival and special collections housed and hosted by TMU Libraries.

Within the context of a rapidly evolving digital environment, the incumbent is responsible for creating and maintaining policies, procedures, workflows, and strategies related to digital preservation projects and practices in Permafrost. The responsibilities also include collaborating with the Archives and Special Collections team to preserve and provide access to digital holdings; preparing digitized and born-digital materials for preservation ingest, stabilization and storage; ensuring proper transfer of digital holdings; and documenting and writing digital preservation workflows.

Qualifications:

To help us learn more about you, please provide a cover letter and resume describing how you meet the following required and preferred qualifications:

- Completion of an ALA accredited Masters degree in Library Science or Information Science
- A minimum of one (1) year of experience in an academic or equivalent library environment
- Demonstrated knowledge of the principles of organization of information, research skills using a variety of tools.
- Knowledge of digital preservation standards and best practices such as OAIS

- Experience working with the following digital preservation tools: Archivematica, Horizon, BitCurator, AtoM, Archive-It.
- Experience with digital preservation in an academic setting, including hands-on experience working with physical born-digital media and web preservation
- Demonstrated knowledge of archival theory, practice, and standards
- Experience creating and implementing effective digital workflows and projects
- Demonstrated knowledge of and experience with digital preservation issues, tools, standards, and best practices (e.g., preferred formats for normalization, access requirements, filename conventions, package structure, etc.)
- Knowledge of metadata standards (e.g. RAD, Dublin Core, MODS, PREMIS) and proficiency with well formed XML.
- Coursework or experience leading to knowledge of the principles and practices of data curation and long-term digital preservation.
- Ability to communicate effectively orally and in writing, with a wide range of groups, individuals, and vendors, both internal and external to the Library
- Demonstrated ability to analyze and resolve problems and to prioritize multiple tasks in an environment with frequent interruptions
- Demonstrated ability to plan, coordinate, and implement effective digital workflows, policies, and projects
- Ability to work independently and effectively
- Proven ability to work effectively in a collaborative and collegial environment
- Strong organizational and project management skills

Additional Information

Position Number(s)	20004932
Reports To	Head, Collection Services & Archivist
Department	Library
Vacancy Type	TERM
Employee Group	MAC
Work Location	Hybrid (in-person and remote)
Start Date	ASAP
End Date	6 months from start date
Hours of Work	36.25
Grade	C42
Salary Scale	Min: \$67,372; Job Rate:\$87,496; Max: \$107,621
Hiring Salary Range	\$80,000 up to Job Rate: \$87,496
TA Specialist	Laurie Shemavonian, lshemavo@torontomu.ca

As part of the selection process, candidates may be required to complete an occupational assessment. Applications will only be accepted online through Toronto Metropolitan University's career site.

Toronto Metropolitan University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA), and aims to ensure that independence, dignity, integration and

equality of opportunity are embedded in all aspects of the university culture.

We will provide an accessible experience for applicants, students, employees, and members of the Toronto Metropolitan University community. We are committed to providing an inclusive and barrier-free work environment, beginning with the recruitment process. If you have restrictions that need to be accommodated to fully participate in any phase of the recruitment process, please contact hr@torontomu.ca. All information received in relation to accommodation will be kept confidential.