

## **Digital Preservation Manager**

Position Type: Full time, Regular

Salary: not disclosed (Librarian 1-5 (Grade 23-29))

Closing Date: For immediate consideration

Reporting to the Director of Preservation, the Digital Preservation Manager (DPM) will develop a plan to ensure effective acquisition, description, preservation, security of and provision of access to all Yale Library digital components that must be preserved indefinitely. While reporting to the Director of Preservation, it is expected the DPM will work closely with and coordinate digital policies and procedures with Library and University IT and with Library departments/units that have born digital collection material, including but not limited to commercially produced e-resources, and significant digital surrogates of analog material.

The Librarian 1 is the beginning rank and is expected to demonstrate excellence in meeting the position responsibilities, as defined by the job description and annual goals.

- Begin to fulfill the criteria for service to the library, university, and/or community.
- Begin to fulfill the criteria for professional contributions.
- For a complete description of the department, please see the department URL.

### **Position Responsibilities:**

- Researches, develops, documents, and implements a digital preservation program building out of the new Hydra infrastructure taking on a key role to ensure preservation of all Library digital collections of enduring value:
  - Reviews existing Library practices and analyzes needs and establishes policies and best practices for the long-term protection and access to digital materials of all types, both created by or acquired by the Library taking into consideration Yale's continuing participation in LOCKSS, CLOCKSS, and Portico; and
  - Works with Library IT and University ITS in the development of a Trusted Digital Repository (TDR) for Library digital collections.
  - Advises Library staff and develops guidelines for acquisition and long-term preservation of born digital materials, including the coordination of long-term preservation strategies for commercial e-resources.
  - Works closely and collaboratively with cataloging staff, archivists, curators, collection managers, Library IT, and text and image specialists to ensure consistent procedures and

guidelines and to integrate digital preservation policy requirements into broader organizational policies and procedures.

- Works with Library IT and University ITS to develop an overall migration strategy that ensures materials in standard and non-standard or obsolete digital formats are migrated so as to minimize introduction of generational loss or compromising of authenticity.
- Prepares digital preservation project proposal guidelines, including specifications for vendor services that support digital preservation as well as templates for Request for Proposals (RFPs) and vendor contracts.
- Educates Library staff in the essentials of the Library digital preservation program through workshops, web sites, and handbooks, etc.
- Creates and maintains a complex network of professional relationships inside the Library, the University, and throughout the digital and library professions, in order to increase the capability of the Library system to preserve its digital collections.
- Develops and maintains disaster recovery planning and policy document for digital materials in coordination with the Library IT and University ITS departments.

**Required Education & Experience:**

Master's degree in Library Science from an American Library Association accredited Library school. In selected instances, a post-graduate degree in a related discipline may be required or substituted for an MLS. Appointment to this rank is limited to two years at which time it is expected that the individual will develop necessary requirements to meet expectations of performance at the Librarian 2 level.

For more details use the STARS reference #20229BR online at <http://www.yale.edu/hronline/careers/application/external/index.html>