

Senior Library Assistant (Digital Library)

Position Type: Full Time, Permanent

Closing Date: Midnight 26th May 2013

Salary: £26,846 - £31,074 per annum inclusive

Location: London

The London School of Economics and Political Science (LSE) is one of the foremost social science universities in the world. The Library of LSE provides one of the best social science collections in any university – supporting the research and teaching of LSE as well as opening its doors to the wider world. The role of the Collections Services Group is to acquire, catalogue and make available resources to support the teaching and research activities of the Library's user community, to produce an IT framework that supports the work of the Library and to ensure preservation of print and digital collections.

The Senior Library Assistant (Digital Library) will take a lead on the addition of content to LSE Digital Library from a variety of sources such as digitisation projects and born-digital acquisitions across a range of established and emerging collection areas. You will work closely with the Digital Library team to develop new workflows to enable our services to scale significantly in coming years. Over time this is likely to involve the supervision of staff as these workflows become part of the day-to-day work of the Library. You will be involved in innovation projects to develop new Digital Library functionality and play a key role in ensuring that the transition from development to embedded capacity is handled effectively. Over the next few years we will be building several new digital collections from the ground up making this an exciting opportunity to contribute to the growth of our Digital Library service.

This is a very exciting time for LSE Library with the development of our digital library to acquire, preserve and provide access to digital collections, the introduction of the Women's Library @ LSE – Europe's largest collection of material relating to the lives of women – together with a building modernisation project to enable the library to

Candidates should have a high level of IT literacy and familiarity with a range of software applications and the internet. Experience of working with a library management system, institutional repository, or digital library system is essential, as is experience of creating or processing metadata. Candidates should also be able to communicate complex information in a clear and accurate manner, using terms appropriate to the audience, and work effectively with others as part of a team.

For an informal discussion about the role please contact Helen Williams, Assistant Librarian (Cataloguing): h.williams@lse.ac.uk or Ed Fay, Digital Library Manager: e.fay@lse.ac.uk.

To apply for this post please go to <http://www.lse.ac.uk/JobsatLSE> and select “Vacancies”.