Library Assistant I
(eResources & Periodicals)
Dublin City University Library
Permanent (Full Time)

Introduction

Dublin City University (www.dcu.ie) is a research-intensive, globally-engaged, dynamic institution that is distinguished by both the quality and impact of its graduates and its focus on the translation of knowledge into societal and economic benefit. DCU prepares its students well for success in life, and in the workplace, by providing a high-quality, rounded education appropriate to the challenges and opportunities of the 21st century. As Ireland’s University of Enterprise and Transformation, DCU is characterised by a focus on innovation and entrepreneurship and a track-record of effective engagement with the enterprise sector, including commercial, social and cultural enterprises. Excellence in its education and research activities has led to DCU’s consistent position in the rankings of the world’s top young universities.

DCU Library

DCU has experienced dramatic change in the last five years: new campuses, a new Faculty of Education; an expanded disciplinary profile along with an equally dramatic growth in student numbers. The advance of DCU Library in the same period reflects that of the University. Across all standard measures, (staffing, collections and estates) DCU library has more than doubled in scale. DCU Library comprises the O’Reilly Library, Glasnevin Campus and the Cregan Library, St. Patrick’s Campus with plans underway to extend its footprint to a third location on the All Hallows Campus in September 2019. DCU Library has over a million visits per annum and provides an extensive portfolio of services and collections for 20,000 students and staff.

Role Profile

The successful candidate will play a key role in the performance of a broad range of e-journal and eResource acquisition, access and eResource Management (ERM) processes. The role is accountable for access and maintenance of databases, print and e-journals and associated problem resolution. Statistical collation, maintenance and reporting is a key function of this role. The post holder will also participate in the day to
day administration of the library’s journal and eResource database management and discovery systems. It is anticipated that the successful candidate will work across all library sites.

**Duties and Responsibilities**
The principal duties and responsibilities of the position include but are not limited to the following:

- Maintain library electronic resources, e-journals and print periodical subscriptions, assisting in the administration of access to resources via the link resolvers and federated search tools
- Update and amend data in library systems to ensure access to reflect URL, coverage data and other changes for online resources
- Test proxy server access and update as appropriate
- Liaise with suppliers to resolve eResource and print subscription queries
- Act as point of contact for queries from service desks and Subject Librarians
- Prepare and provide statistics on the usage of e-journal and eResources
- Participate in major collections projects including electronic journal and print journal review exercises
- Participate in the work of the CS&A team across a range of processes
- Participate in Issue Desk rotas, as required
- Variation of these duties and any other relevant duties as assigned by the University Librarian
- Due to current government and University guidelines with regard to Covid-19, remote working may be required.

**Experience and Qualifications**
Applicants must have a Leaving Certificate with Grade D in at least five subjects, or equivalent.

**In addition, the successful candidate will:**

- be interested and be keen to work as part of a team.
- have excellent social, communication & IT skills, flexibility, self-motivation, and the ability to function as part of a highly motivated team are essential.
- have relevant experience in a medium to large scale academic library is desirable.

**Mandatory Training**
The post holder will be required to undertake the following mandatory compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.