

Applications are invited from suitably qualified candidates for the following position

Library Assistant Grade 1 (Library Assistant Cataloguing & Acquisitions Support)
DCU Library
Half Time Permanent Contract

Dublin City University

Dublin City University (DCU) is a leading innovative European University, proud to be one of the world's leading Young Universities. DCU is known as Ireland's University of Impact, with a mission to 'transform lives and societies' and focuses on addressing global challenges in collaboration with key national and international partners and stakeholders.

DCU has over 20,000 students in five faculties spread across three academic campuses in the Glasnevin-Drumcondra area of North Dublin. Thanks to its innovative approach to teaching and learning, the University offers a 'transformative student experience' that helps to develop highly sought-after graduates. DCU is currently No. 1 in Ireland for Graduate Employment Rate, and for graduate income (CSO).

DCU is a research-intensive University and is home to a number of SFI-funded Research Centres. The University participates in a range of European and international research partnerships. DCU is also the leading Irish university in the area of technology transfer as reflected by licensing of intellectual property.

As a 'People First' institution, DCU is committed to Equality, Diversity and Inclusion - a University that helps staff and students to thrive. The University is a leader in terms of its work to increase access to education, and is placed in the world's Top 10 for reducing inequalities in the Times Higher Education Impact Rankings.

DCU Library

DCU Library is the heart of the university. It is an active driver of knowledge creation and discovery, learning, scholarly discourse, innovation, and connections. Its mission is to empower DCU's research, teaching and learning ambitions through the development of innovative services, diverse spaces, and the provision of deep, rich, and relevant collections. The Library is based on three campus locations (O'Reilly Glasnevin, Cregan Library St Patrick's, Woodlock Hall, All Hallows campus) and employs approximately 75 members of staff, representing approximately 64 FTE. DCU Library Strategy 2024-2028 - A component plan of the 'DCU Strategy 2023-2028 -Transformation for an Unscripted Future' is available at:

<https://www.dcu.ie/sites/default/files/inline-files/dcu-library-strategy-2023-2028.pdf>

Overview of the Directorate

The Collections & Digital Services Directorate has a specific focus on managing the full lifecycle of print and electronic content and the management and development of the underlying digital infrastructures. The Directorate guides the management and development of excellent physical and electronic content to support efficient collection management and is the Library's key link point in partnerships with content providers such as IReL and other consortia based approaches to information provision.

The Directorate works with teams across the Library to maximise the potential of the library digital infrastructure. The Directorate will continue to identify and progress future opportunities for digital systems and supports, to make best use of digital potential in library end user service delivery.

Role Profile

The post holder will actively participate with the team in the management of our physical print collections, from selection to disposal, which aligns with our strategy to transform library spaces to enrich the student experience. The post holder will exploit the LSP and other platforms to support reading lists provision and provide access to digital chapters, aligning with our strategic aim to ensure continued innovation and to accelerate the digital re-engineering of our processes and workflows.

The successful individual will join the Library's Collections & Digital Services Directorate as a member of the Collections Cataloguing & Acquisitions Team. This Team has responsibility for all activities around the management of the Library's print and digital book collections and the work includes the purchase and acquisition of print and electronic content, cataloguing, processing and preparation of material and the physical management of the Collections. Much of the work is also project-based and involves close collaboration and liaison with other teams within the Directorate and across the library. The library currently offers access to just over 400,000 digital books and 330,000 print titles, with approx 650,000 full text downloads.

The successful candidate, as a member of the Cataloguing & Acquisitions team, will play a key role in delivering access to print and electronic books, from selection to discovery, making digital items available online and print on open shelves. They will also participate in key projects reviewing physical management of the print collections to support redesign of library spaces. The successful individual will be expected to work across multiple sites.

Duties and Responsibilities

The duties and responsibilities of the position include, but are not restricted to, the following:

- Work with the Collections Team across a wide range of activities and across campuses
- Contribute to acquisitions, copy cataloguing and preparation of print and electronic material across three libraries
- Processing of materials located in the Request Collection, including re-location of high use items to open shelves as required
- Assist in the day to day workflows of the Digital Content Store (DCS)
- Assisting with workflows to support reading list provision, ingest of theses and dissertations, and monitoring of emails as required.
- Participate in any departmental projects including stock relocation and weeding of print collections
- Participate in any other duties as required by the Associate Director Collections & Digital Services / University Librarian

Qualifications and Experience

This vacancy is open to existing Library staff who meet the following criteria:

- Leaving Certificate, or equivalent, with Grade D in at least 5 subjects

Please note that staff must have successfully completed their probationary period.

Essential Training

The postholder will be required to undertake the following essential compliance training: Orientation, Health & Safety, Data Protection (GDPR) and all Cyber Security Awareness Training. Other training may need to be undertaken when required.

Salary Scale: Library Assistant Grade 1 - €32,984 - €45,420 (12 points)

Appointment will be commensurate with qualifications and experience and in line with current Government pay policy

Closing date: Friday, xxx 2025

Additional Information

Please note this role does not meet criteria for a Critical Skills permit as stipulated by the department of Enterprise, Trade & Employment.

Remote Working Policy

From the 1st of November 2024, DCU will operate its newly agreed [Remote Working Policy](#). Employees may be approved for up to 2 days of remote working per week (or an appropriate pro rata amount for those part time). Any remote working arrangement will be reflective of the predominant on-campus working environment and the core University value of 'Student Focused'. Employees will be based on campus for the majority of their working week to ensure a sustained on campus engagement and experience. The terms of the remote working policy will apply.

For more information on DCU and benefits, please visit [Why work at DCU?](#)

Informal Enquiries in relation to this role should be directed to:

Ms Mary Kiely, Associate Director, Collections & Digital Services, DCU Library, Dublin City University.

Email: mary.kiely@dcu.ie

Please do not send applications to this email address, instead apply as described below.

Application Procedure:

Please submit your application through the online system. In order to be considered for the role to which you are applying for, you must upload:

- 1) Curriculum Vitae
- 2) Cover Letter
- 3) Completed application form (blank forms can be downloaded from the bottom of the Vacancy).

Please note, if all items are not uploaded, the application will be deemed incomplete and will not be processed.

Dublin City University is an equal opportunities employer. In line with the Employment Equality Acts 1998 – 2015, the University is committed to equality of treatment for all those who engage with its recruitment, selection and appointment processes. The University's Athena SWAN Silver Award signifies the University's commitment to promoting gender equality and addressing any gender pay gaps. Information on a range of university policies aimed at creating a supportive and flexible work environment are available in the [DCU Policy Starter Packs](#)

