

## Role Description

### COLLECTIONS AND DIGITAL ACCESS SPECIALIST [INTERNSHIP]

<b>Pay:</b>	\$40.78-\$47.97/hour (Grade G)
<b>Location:</b>	Central Library, 55 York Blvd, Hamilton
<b>Duration:</b>	6 months (26 weeks)
<b>Start date:</b>	September 9, 2024
<b>End date:</b>	March 7, 2025
<b>Schedule:</b>	35 hours per week (Some evening and weekend work as required)

#### SUMMARY:

Under the direction of the Manager, Local History & Archives and working directly with the Exhibition & Outreach Coordinator, Archivist, Digitization Technician and the Local History & Archives Department, the Collections and Digital Access Specialist will support records management, digital asset management, digital preservation and collections management operations, projects and workflows.

Local History & Archives (LHA) exists to collect and provides access to documentary heritage that makes a significant contribution to an understanding of the development of the City, its natural and built environment, its culture and the people who lived, worked, and had an impact upon the Hamilton area. The Hamilton Public Library (HPL) continues to actively engage the Hamilton community to address gaps in the LH&A collection and expand access to historical materials related to the City of Hamilton.

Our collection of over 35 million items includes over 3 million photographs depicting the history of Hamilton and the surrounding areas from as far back as the mid-1800s.

#### JOB DUTIES:

- Supporting the replacement of the Digital Asset Management System (DAMS) through testing, documentation of existing workflows/standards and research of best practices
- Assisting with the promotion and public access to records through the review and migration of content into AtoM
- Supporting the migration of departmental records including critical collections management and donor files to a modern file plan
- Assisting with the architecture plan and gap analysis to identify improvements to digitization, digital preservation, and collections management workflows
- Providing information services; conducting reference interviews; developing search strategies; recommending appropriate materials and formats
- Writing, updating and evaluating manuals and procedures; writing reports; composes correspondence; compiles and analyzes statistics; inputs and retrieves data
- Understanding of current copyright legislation as it pertains to archival material in all formats

#### QUALIFICATIONS:

- Master's Degree in Archival Studies (MAS) or Library/Information Studies (MLIS, MIS or MI) with a focus in Archives, Records Management or Information Systems and Design from an ALA accredited institution. Additional certification preferred in Records Management.
- Knowledge and understanding of current records management and digital asset/preservation principles and practices
- Knowledge and understanding of current Archival principles, systems and practices
- Knowledge of existing and emerging standards related to archives, metadata, digital records, digital preservation and records preservation theory and methodology
- Familiarity with Archival Management and Digital Preservation Software such as AtoM and Archivematica
- Familiarity with Digital Asset Management Systems such as Canto Cumulus
- Knowledge of and practical experience in creating descriptions using archival descriptive standards including the Canadian Rules for Archival Description (RAD)
- Excellent working knowledge and experience of computer applications including word processing, spreadsheet and presentation software, online databases, Internet browsers, software applications for website creation and maintenance, information sharing technology and digitizing information
- Strong research, analytical and problem-solving skills
- Excellent interpersonal skills, written and oral communication as well as organizational and attention to detail
- Demonstrated ability to work independently and cooperatively as part of a team
- Adheres to policy and procedures identified in the Hamilton Public Library Manuals

This position is funded in part through [Young Canada Works \(YCW\) at Building Careers in Heritage \(BCH\)](#), and all applicants must be registered in the YCW candidate pool and meet the current YCW BCH eligibility criteria. An individual may be eligible for employment if they:

- are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible);
- are legally entitled to work in Canada;
- are between 16 and 30 years of age at the start of employment;
- are willing to commit to the full duration of the work assignment;
- will not have another full-time job (over 30 hours a week) while employed with the program;
- are unemployed or underemployed;
- are a college or university graduate; and
- are not receiving Employment Insurance (EI) benefits while employed with the program.

Note: Priority will be given to graduates that have not previously participated in YCW internship programs.

Please email your application to [recruit@hpl.ca](mailto:recruit@hpl.ca) no later than 11:59pm on Sunday June 9, 2024.



The Hamilton Public Library is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Accommodations are available for all applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact Human Resources. We appreciate your interest, however, only those selected for an interview will be notified.

***Please be aware the selection process may involve any of interviews, test, and presentations or any combination thereof.***