



Dublin Business School (DBS) is the leading independent third level institution in Ireland and provides a wide range of undergraduate, graduate, executive and professional programmes. The School is part of Kaplan, Inc., a leading international provider of higher education, professional development and lifelong learning programmes.

**Job Title:** Systems Librarian

**Department:** Library

**Reports to:** Head of Academic Information and Resource Centre

### Job Description

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Specific Responsibilities include:

#### **Strategic Development**

- Keep abreast of developments in general IT and Library IT management
- Inform the strategic development of the Library with particular reference to Library IT
- Inform the strategic development of the Library with regard to the use of Open Source Software
- Inform the Library Budget with reference to annual Library IT requirements
- Inform the Library with regard to the use of IT to improve the delivery of services, operations and processes
- Write reports with reference to Library IT when required
- Formulation of policies related to Library IT enhancement and direction

#### **Staff Training**

- Train Library Staff as required with reference to Library IT

#### **Library Management System (LMS)**

Management and maintenance of Koha, the DBS Library Management System.

- Liaising with Interleaf (Koha hosting and support)
- Co-ordinating installation of upgrades
- Troubleshooting – internally or with assistance of external technical support from Interleaf
- Configuration management
- Enforcing Library rules and policies through the LMS
- Management of patrons
- Statistics generation
- Ad hoc report writing

- Management and maintenance of the online library catalogue
- Management and supervision of the annual stock-take
- Maintenance of Library alumni and external membership reader records

### **Self-Service Stations**

DBS Library uses RFID enabled self-service technology that enables students to issue and return books themselves.

- Management and maintenance of self-service stations
- Troubleshooting – internally or with assistance of external technical support
- Reporting and statistics generation
- Liaising with Bibliotheca, the self-service stations vendor

### **Papercut**

Papercut is the print management system used at DBS

- Configuration & creation of print tokens as required

### **EBSCO Discovery**

Management and maintenance of the EBSCO Discovery Service, used by DBS Library to search multiple databases in one centralised index

- Set up and configuration
- Maintenance of off-campus access
- Content management
- Troubleshooting, internally or with assistance of external technical support
- Reporting and statistics generation
- Liaising with the vendor, EBSCO Information Resources

### **Electronic Resources**

DBS Library subscribes to a variety of electronic resources

- Arrangement of trial access to new resources
- Assessment of new and existing resources
- Creation of electronic resource user guides
- Provide technical guidance and support to staff and students accessing electronic resources
- Reporting and statistics generation
- Liaising with the Library's electronic resource vendors

### **Library Website**

The library uses LibGuides, a Library-specific website content management system

- Design of library website
- Creation of content for library website
- Maintenance of content of library website
- Reporting and statistics generation
- Training of Library Staff
- Creation and management of Subject Portals on library website
- Troubleshooting, internally or with assistance of external technical support
- CMS administration and management

### **LibCal**

LibCal is a calendar/room booking system used by the Library.

- Configuration of LibCal
- Maintenance of Library calendars, including support classes offered through the Student Engagement and Success Unit
- Ensuring seamless integration with Library website
- Troubleshooting, internally or with assistance of external technical support
- Reporting and statistics generation

### **Social Media**

DBS library uses social networking tools to promote itself and keep students informed

- Management of Library's blog
- Management of Library's Twitter account
- Management of Library-related news items on Moodle
- Promotion of these services to students and staff

### **Ask-A-Librarian**

Ask-A-Librarian is an instant messaging service available through the Library website

- Configuration and set-up of Ask-A-Librarian
- User management
- Troubleshooting, internally or with assistance of external technical support
- Reporting and statistics generation
- Staffing of Ask-A-Librarian

### **Library IT**

- Troubleshooting Library PCs, Printers and other hardware
- Acting as liaison with IT department
- Maintaining a log of tickets lodged to the IT Department and progress made on them
- Assisting students and staff with Library IT queries

### **Reader Services**

- Rostered Library Desk duties/cover, including one evening per week
- Library (IT) support to students and staff

### **External Activities**

- Attending Academic Impropriety hearings
- Representing Library Systems on Library Committee
- Representing Library at Academic Boards of Study
- Contributing to general QA functions across the College, such as programme review and validation events
- Attendance at Library Association events
- Any other ad hoc projects as required by Librarian and Senior Management

This job description is a guide to the work the post holder will initially be required to undertake. It may be amended from time to time to meet changing circumstances by mutual agreement. It is expected that the job description will be reviewed regularly by the post-holder and their manager.

*All appointments are subject to passing Garda Vetting and providing proof of eligibility to work in Ireland on full time basis (upon being invited to interview).*

*Please refer to our privacy policy which can be found on our DBS website.*

*To apply please send your CV and cover letter to [recruitment@dbs.ie](mailto:recruitment@dbs.ie)*

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