



Embroiderers' Association of Canada, Inc.
Association canadienne de broderie, Inc.

- DIGITAL LIBRARIAN - JOB DESCRIPTION

Function	<p>Assistant to the EAC Librarian</p> <p>To obtain, download, upload, create links, maintain and organize the ebooks, emagazines, published papers, articles, website URLs, online videos and other online and digital resources that form the EAC Digital Library</p> <p>To provide an information service to EAC members</p>
Length of Commitment	<p>Minimum two-year term, to be extended in two-year increments upon Board invitation but this can be extended as this is an appointment not an elected position</p>
Duties	<p>Must have sufficient knowledge of needlework to organize links into appropriate categories and subcategories</p> <p>Must have sufficient knowledge of the web</p> <p>Build the digital collection of the EAC Digital Library:</p> <ul style="list-style-type: none">• Maintain the collection in a logical order• Repair links to resources that have moved and remove links that no longer exist or meet the collection mandate• Process new acquisitions of ebooks, emagazines, published papers, website, online videos, and other related digital library materials• Process submissions from members/submitters and respond to all submissions• Maintain the list of tags and other metadata used to organize the collection by adding current information to existing lists and by establishing new subcategories as required• Write and answer correspondence regarding the loan and/or availability of digital resources by letter, fax, and email• Work with the Communications Team to upload, create links and otherwise maintain the EAC Digital Library presence in Your EAC on the EAC website• Work closely with the Librarian and Education Director and Correspondence Students to ensure that sites required by the students are available and added promptly

Keep records, written correspondence and reports:

- Accept donations of ebooks and other materials
- Write letters of appreciation
- Submit reports for the Board Meetings
- Maintain the Digital Library Procedures Manual
- Maintain, update and create the form letters used by the library
- Write a What's New Online column for *Embroidery Canada* four times a year to be submitted to the EAC Librarian for submission with their article

Time Commitment One to two hours per month

Meetings to Attend May attend board meetings

Skills Required Knowledge of library organization and cataloguing
Word processing skills, Internet
Ability to write letters and reports
Ability to prepare information for EAC members such as ebook and website reports

Skills Developed Organizational and writing skills
Knowledge of embroidery

DIGITAL LIBRARIAN - TIMELINE

January	Write and submit article for March issue of <i>Embroidery Canada</i>
February	Write and submit report for Board Meeting
March	Write articles for June issue of <i>Embroidery Canada</i>
April	Write and submit report for Board Meeting
May/June	
July	
August	Write and submit report for Board Meeting
September	Write article for December issue of <i>Embroidery Canada</i>
October	Write and submit report for Board meeting
November	
December	Write article for <i>Embroidery Canada</i>
Ongoing	As outlined under Duties