

Temporary Digital Archivist

Contract for Service for 32 weeks

Introduction

Dublin City Library and Archive, which houses Dublin City Archives and the Dublin and Irish Collection, has over 43,000 digital objects currently available online, plus an additional 9,000 objects (approx.) which have been digitised and catalogued offline.

In 2018, Dublin City Library and Archive will initiate an exciting new partnership with the Digital Repository of Ireland (DRI) to upload its existing digital object collections to the Digital Repository of Ireland.

Dublin City Council is now seeking quotations for assistance with this work from professionally qualified, self employed librarians/archivists with digital archiving skills and from companies which provide these services through professionally-qualified librarians/archivists. (The word ‘candidate’ as used in this tender document refers equally to self-employed librarians/archivists and companies).

1.0 Project Description

The candidate will have specific responsibility for adapting our existing metadata and digital objects for uploading to the Digital Repository of Ireland in accordance with DRI Guidelines. Prioritised for uploading will be the 111 collections available at digital.libraries.dublincity.ie and 37 collections already catalogued in MS Access/Excel and digitized but not yet online.

The Digital Archivist will work closely with a project implementation team comprising of senior archivist & senior librarian from Dublin City Library and Archive, members of the Dublin City Public Libraries Digital, Web and IT Services Team & representatives of the DRI. Progress reports to the project team must be submitted every 4 weeks, along with a final report at the end of the contract for service.

The successful candidate may be required to contribute to other projects associated with Dublin City Library and Archive/ Digital Repository of Ireland partnership if time allows. This may include assisting in the development of work-flow and policy documentation, and the training of support staff.

2.0 Essential Requirements for the Candidate

- Postgraduate qualification in Archival Studies, or Library and Information Studies.
- Demonstrable skills and expertise **in more than one** of the following: archives and libraries; digital preservation standards, best practice and strategies; digital curation, metadata, content management and organisation; digital access and access rights,
- Experience working **with at least one of**: Dublin Core, MARC 21, MODs, EAD, ISAD (g), XML
- Experience of working with either MS Access, Excel or CSV files
- Strong oral and written communications skills
- Experience of working to deadlines
- Excellent interpersonal skills and the ability to operate flexibly as a member of a cross-disciplinary team.

3.0 Desirable Requirements for Candidate

- Demonstrable knowledge of scanning technologies, digital imaging software, batch processing, and file-naming conventions
- Understanding of website functionality
- Basic understanding of application programming interfaces (APIs)
- Demonstrable skills in report/guideline writing, editing
- Demonstrable experience of previous collaboration with the Digital Repository of Ireland
- Experience preparing digital assets, metadata annotation, data and metadata format shifting and manipulation, data ingestion, copyright clearance

4.0 Terms and conditions of contract for service

- The successful candidate will be considered as self-employed for the purposes of contract and will **not** be an employee of Dublin City Council.
- The successful candidate must produce a current tax clearance certificate. For information on how to obtain a current tax clearance certificate, visit www.revenue.ie
- The successful candidate must register with Dublin City Council as a contractor, including provision of Bank Details to facilitate payment by Electronic Bank Transfer.
- The successful candidate may be required to be registered for VAT. For further information, visit www.revenue.ie
- Payment to the successful candidate will be on production of an invoice. Invoices may be presented following each two-week segment of the work.

- All catalogues, reports, and other outputs generated as part of the Project will be the property of Dublin City Council, which will own copyright in such lists, reports, and other outputs generated.
- Final report and drafts thereof prepared by the successful candidate will be the property of Dublin City Council, which will own copyright in the final report and drafts thereof.
- Duration of the contract for service will be 32 weeks. Commencement dates and working hours for the project will be by arrangement between Dublin City Library and Archive and the successful candidate. Hours of attendance can also be agreed between Dublin City Archives and the successful candidate. The contract must commence by 16 May 2018 & be completed by 21 December 2018.
- The estimated value of this contract is Euro 24,000 **exclusive of VAT**. This is equivalent to Euro 39,000 per annum, pro rata.
- Queries regarding this briefing document should be sent **in writing only** by e-mail to cityarchives@dublincity.ie or by post to the Senior Archivist, Dublin City Library & Archive, 138-144 Pearse Street, Dublin 2. Queries by telephone will **not** be accepted. Information provided in response to such queries will be shared by Dublin City Library and Archive equally with all interested parties.
- Quotations for this contract are now being invited. Quotations should be accompanied by a work plan statement along with a current CV. The work plan should clearly state/demonstrate how you fulfil each element of the essential requirements and any elements of the desirable requirements which the candidate meet.
- Canvassing by or on behalf of a candidate will disqualify the candidate. Candidates should also include the names and contact details of two referees. Dublin City Council reserves the right to short-list candidates for interview.
- Quotations may be sent **either** by post to The Senior Archivist, Dublin City Library & Archive, 138-144 Pearse Street, Dublin 2 **or** by e-mail to cityarchives@dublincity.ie by 5pm on Friday 13 April 2018.
- Dublin City Council does not accept responsibility for costs incurred in formulating or presenting a quotation and is not obliged to accept the lowest or any tender.