

The University of Waikato
Te Whare Wānanga o Waikato
POSITION DESCRIPTION

Mātangireia Librarian

Vision

We will

- deliver a world-class education and research portfolio
- provide a full and dynamic university experience which is distinctive in character
- pursue strong international linkages to advance knowledge

The over-arching themes of this *Vision* are:

- Excellence
- Distinctiveness
- International Connectedness

Values

Ko te mana o Te Whare Wānanga o Waikato ka herea ki tō tātou:

- Tu ngātahi me te Māori
- Mahi pono
- Whakanui i ngā huarahi hou
- Whakarewa i te hiringa i te mahara

The University of Waikato places a high value on:

- Partnership with Māori
- Acting with integrity
- Celebrating diversity
- Promoting creativity

1. GENERAL

The University Library/Te Whare Pukapuka o Te Whare Wānanga o Waikato is an inspirational and innovative academic library situated in the heart of the campus in Te Manawa (the Student Centre) in Hamilton. The University also has a Tauranga Campus and global partnerships in a number of countries all of which are supported by the Library.

The Library Plan is built on the principles of the University of Waikato's Treaty Statement: mahi tahi (partnership), kaitiakitanga (active protection) and kōwhiringa (options) and supports the University's ambition to become the first anti-racist institution in Aotearoa. The Library aims to ensure that its services and resources are inclusive for all and integrate kaupapa and mātauranga Māori throughout its policies and processes.

Our mission is to be a Library that is at the heart of the whole community, "Ko Te Tangata", for the people. The success of the Library depends on the strength of our relationships and how we foster and sustain these. The Library utilises user experience (UX) techniques, co-creation and co-production models with our user communities to ensure that not only do services meet community needs but that the Library also fosters a sense of belonging for all, empowering all.

The Library is a trusted partner in research, teaching and learning and our services and resources add value for students and staff. Our strategic goals include supporting Open Research; the transition to open content, fostering an 'open by default' approach across both research and teaching; providing digital and information literacy teaching and training within and outside of the curriculum; and thinking holistically about our physical and digital spaces which encourage disruptive, creative and innovative thinking and allow for the personalisation of learning.

The Library holds a number of taonga and is home to Mātangireia: the University's collection of Māori, Pacific, Aotearoa and Indigenous resources, associated spaces and services underpinned by Kaupapa Māori values, and O Neherā: the University's digital library where we showcase our digital and digitised collections.

We provide, develop and maintain online and physical accessible and inclusive spaces and resources including over a million print volumes and millions of online resources.

The Library is responsible for a range of systems which underpin core University activities. This includes the management, maintenance and development of the institutional repository, library catalogue, discovery platforms and enquiry services. The Library manages, maintains and develops the University's record management systems and the University Art Collection.

2. POSITION PURPOSE

To support the functions of the Kaitiaki Mātangireia including collection development and maintenance, technical and administrative oversight of the digital library (O Neherā), coordinating digitisation projects, engaging directly with stakeholders (i.e. donors, researchers, teaching staff), enhancing accessibility through inclusive descriptive practices and supporting the Poutiaki Taonga in working with archives and the art collection.

This position will also support the realignment of the collection and associated services to a Kaupapa Māori framework.

3. ACCOUNTABILITY

The Mātangireia Librarian is responsible to the Kaitiaki Mātangireia and at times will be supervised by the Poutiaki Taonga.

4. FUNCTIONAL RELATIONSHIPS

Internal: Kaitiaki Mātangireia
Poutiaki Taonga
Digital Discovery Manager
Discovery Services Librarian
Collections Strategy & Access Librarian
Kaimahi Group
Copyright Officer
Library and University staff

External: Donors
Copyright holders / Kaitiaki
Digital Library users
Researchers
Recollect (NZMS)
National Library
Other GLAM sector institutions

5. KEY TASKS

- Support collection development and maintenance:
 - Coordinate digitisation proposals and projects from inception through to completion:

- Identify and recommend resources for digitisation.
 - Support and guide Library staff undertaking digitisation activities.
 - Support the realignment of the collection and associated services to a Kaupapa Māori framework:
 - Support in the identification and selection of Indigenous materials.
 - Ensure appropriate tikanga is applied when working with culturally significant resources as guided by the Kaitiaki Mātangireia.
 - Support assessment of Mātangireia donation offers and communicate with donors accordingly.
 - Process newly acquired material into relevant collection management systems and arrange for appropriate storage and/or display.
 - Identify materials requiring preservation/conservation and ensure appropriate measures/communications follow.
- Increase accessibility of the collections:
 - Provide technical and administrative oversight of the digital library (O Neherā).
 - Engage with product vendors to ensure optimal operation of systems.
 - Create, maintain and enrich data relating to Mātangireia material through use of inclusive descriptive techniques, including the arrangement and description of archival material.
 - Procure and apply appropriate reuse / copyright data.
 - Facilitate collection movements for research enquiries, conservation, exhibitions etc.
- Increase collection engagement and awareness:
 - Support promotional initiatives as directed by the Kaitiaki Mātangireia and Head of Library Engagement and Experience.
 - Work with Discovery Services Librarian to maximise the dissemination of our digital collections.
 - Support researchers and teaching staff in accessing and using the collection.
 - Facilitate metadata enrichment in conjunction with community input ensuring a collaborative approach to enhancing data quality and relevance.
 - Develop and deliver initiatives to support users in navigating collections (i.e. finding aides).
- Support the Poutiaki Taonga as required:
 - Maintain and enhance records/information in the Archives and Art Collection and catalogue (Vernon CMS).
 - Provide practical hands-on support for art object movement around campus, art installation, conservation, surveys, and inventories.
 - Assist in the preparation, digitisation, and installation of content from the collections for the Gallagher Academy of Performing Arts exhibition programme.
- Provide specialist hands-on support and/or advice to accommodate bespoke Library digitisation requirements.
- Participate in the maintenance of a safe and healthy work environment for self and others including students. Comply with and undertake responsibilities set out in the University's Health and Safety Policy.
- Any other duties as required that are consistent with the position held, other than in exceptional circumstances such as rehabilitation after injury or sickness.

NOTE: Staff have annual objectives, development and reflection (ODR) meetings with their manager. New staff normally attend such a meeting approximately three months after taking up their appointment.

6. PERFORMANCE STANDARDS

The Mātangireia Librarian will be performing satisfactorily when:

- The Kaitiaki Mātangireia is adequately supported in service delivery and collection development and maintenance initiatives.
- There is proactive collaboration with library staff to align Mātangireia and associated collections effectively with teaching and research.
- Collection items are actively assessed for their digitisation value.
- Mātangireia material is accurately indexed and described employing high quality, inclusive descriptive practices, maximising discoverability of content.

- O Neherā is functional, secure and accessible. Technical issues are communicated and resolved promptly. Updates are assessed and implemented where appropriate.
- Tailored solutions for ad-hoc digitisation requests are offered, ensuring quality, consistency and compliance across our practices.
- Digitisation projects undertaken in line with best practice guidelines.
- Library staff undertaking digitisation activities are adequately trained and supported.
- Materials are regularly assessed for signs of deterioration, and attention is prioritised on the items historical, cultural, or academic significance.
- Donations are assessed and processed (or rejected) to agreed criteria / standards.
- Barriers to access are identified and inclusive strategies are implemented to broaden user reach and engagement.
- Permissions/reuse information is obtained and made available to users.
- The Poutiaki Taonga is adequately supported as required.
- Safe and healthy work practices are followed that comply with University policies and procedures, relevant work standards and statutory obligations.

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

Essential

- A University degree.
- Holds or is studying toward a postgraduate qualification in a GLAM related area or has equivalent experience.

TRAINING, SKILLS AND KNOWLEDGE

Essential

- Understand the principles of equal opportunities, diversity management and Te Tiriti o Waitangi as they relate to the GLAM environment.
- Knowledge of te reo and tikanga Māori or a willingness to learn.
- Demonstrated experience in cultural protocols and practices, particularly relating to Māori and Pacific communities/collections.
- High levels of digital literacy.
- Ability to work efficiently and independently with excellent time management and prioritisation skills.
- Accuracy and strong attention to detail.
- Demonstrated organisational, analytical and problem-solving skills.
- Must offer a reasonable level of fitness including the ability to regularly lift objects of medium to heavy weight.
- Current full, clean Driver's Licence.
- Experience in working with a variety of metadata schema.
- Awareness of copyright laws and rights management issues in a digital environment.

Preferred

- Experience in working with collection management systems (Recollect & Vernon CMS).
- Knowledge of integrated library systems.
- Proficiency in Te Reo Māori or a Pacific language, is highly desirable.
- Experience in working directly with product users.
- Sound knowledge and understanding of trends, issues and challenges associated with library services in a university environment.
- An understanding of issues in Indigenous knowledge and data sovereignty.

PERSONAL QUALITIES

- Commitment to a continuous improvement culture and innovative service delivery.
- Excellent teamwork and interpersonal skills.
- Demonstrated capacity to work both independently and in a team environment.
- A demonstrable ability to exercise initiative and judgement.
- Initiative, flexibility and energy.
- A user-centric approach.
- Commitment to a culture of openness, flexibility and co-operation to achieve excellence in academic programmes, research and service.
- Commitment to equal opportunity and to the University's partnership with Māori as intended by Te Tiriti o Waitangi.