



Position Vacancy

Title: Discovery & Systems Librarian (Limited Term Appointment)

Start Date: January 1, 2027

End Date: June 30, 2027

Primary Location: Trent University, Peterborough, Ontario

Secondary Location: Trent University, Durham GTA Campus, Oshawa, Ontario (as required)

Rank: Librarian I-II, commensurate with experience

Annual Salary: \$99,119.55 to \$110,077.77 (2026-27 rates)

Trent University Library and Archives invites applications from self-directed, innovative, and collaborative librarians for the position of Discovery & Systems Librarian. This is a 6-month Limited Term Appointment. Reporting to the University Librarian, the successful candidate will lead the administration of the library's core systems and discovery technologies, supporting seamless access to resources and services.

Trent University is one of Canada's leading primarily undergraduate universities. Trent's Peterborough campus boasts award-winning architecture in a natural setting on the banks of the Otonabee River, just 90 minutes from downtown Toronto, while the Durham GTA campus offers a close-knit community with an urban vibe, conveniently located in Oshawa, 40 minutes from downtown Toronto. Consistently recognized nationally for leadership in teaching, research, and student satisfaction, Trent attracts excellent students from across the country and around the world.

Trent University Library and Archives provides collections and services fundamental to academic success, innovation, the advancement of knowledge, and lifelong learning. With a collaborative team of librarians and staff working across both campuses, the Library and Archives partners with faculty, students, and campus units to deliver responsive and inclusive services.

Approved:

Librarians Committee: September 24, 2026

Personnel Committee: September 24, 2026

Provost's Office: September 29, 2026

Librarians are members of the Trent University Faculty Association (TUFA).

Position Description

Reporting to the University Librarian, the Discovery & Systems Librarian provides leadership for the Library & Archives' discovery and access environment, ensuring reliable, user-centred access to library resources and services. This six-month Limited Term Appointment (LTA) focuses on the administration and enhancement of the library services platform and related technologies that support discovery, authentication, identity management, fulfilment, and digital service delivery.

The Librarian oversees system configuration, integrations, testing, troubleshooting, documentation, and staff training, and supervises one OPSEU staff member. The role also provides operational leadership for cataloguing, metadata, and e-resources workflows to support accurate holdings and reliable discovery services. In addition, the Librarian administers the Discovery and Systems budget, recommends technology investments, manages hardware and software maintenance and renewal processes, and collaborates with IT Services on infrastructure and systems integrations.

As Trent's institutional lead for Collaborative Futures, the Discovery & Systems Librarian represents the university on OCUL working groups and project teams. The role leads the data collection and reporting for CARL and OCUL statistical surveys. In collaboration with the Scholarly Resources Librarian, this position supports the maintenance, management, and analysis of Library collections, including related workflow documentation and staff training. As a key resource for Library services and collections teams, the Discovery & Systems Librarian communicates systems changes and outcomes and supports Library initiatives requiring systems expertise.

Duties & Responsibilities

Leadership & Administration

- Direct supervision, performance management, and workload allocation for the Library Information Systems Administrator, including goal setting, coaching, evaluation, scheduling, and professional development.
- Coordinate staff training, workflows, and documentation for core library systems and discovery services; set service standards and oversee day-to-day operations for cataloguing, metadata, and ERM functions.

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- Participate in committees, working groups, and project teams that contribute to strategic planning, policy development, and other initiatives of the Library & Archives and the University.

Budget Management

- Responsible for oversight and management of assigned budget allocations within the Discovery & Systems operating budget, including budget planning, forecasting, monitoring, and reporting.

Collection Management

- Oversee cataloguing, metadata, and electronic resource management functions in the library services platform, ensuring the discoverability of library collections.
- Support collection analysis, evaluation, and assessment with reports, dashboards, and tools.
- Member of the Technical Services Leads team responsible for planning, implementing projects and procedures to support collection maintenance, discovery, and access.

Technology & Systems

- Coordinate implementation, configuration, development, maintenance, and integration of the library services platform and related technical infrastructure to support discovery, access, and management of library collections, and the delivery of library services.
- Oversee procurement, implementation, management, maintenance, and lifecycle renewal of hardware, equipment, software, and related tools to enable the effective delivery of library services.
- Ensure security, privacy, and stability of library systems, implement controls, monitor risks, and document practices in compliance with university policies and applicable ethical, legal, and regulatory frameworks and best practices.

Outreach & Engagement

- Partner closely with IT Services on infrastructure reliability, security, and change management for library systems.
- Serve as a key resource and main point of contact for library systems-related support, training, and service changes.

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- Cultivate effective cross-unit partnerships with Scholarly Resources, Digital Scholarship, Research Data Services, and Library Services to align workflows and support systems integration.

Committee Service

- Institution Lead for Collaborative Futures.
- Provide input, feedback, and consultation to consortia and university committees, working groups, and project teams aligned to library discovery and systems expertise as appropriate.
- Coordinate data collection and reporting for CARL, OCUL, and other statistical surveys.

Professional & Scholarly Activity

- Participate in Library and University committees, task forces, and working groups.
- Keep abreast of developments in the profession and pursue professional development opportunities to remain current in practices, emerging technologies, and relevant ethical and legal frameworks to inform professional practice.
- Engage in scholarly research and contribute to professional organizations as appropriate.

Qualifications

Education

- A master's degree in library and information studies from an ALA-accredited program or equivalent.

Professional Expertise

- At least one year of directly related systems and discovery experience in libraries (academic libraries preferred);
- Knowledge of and demonstrated commitment to equity, diversity, inclusion, antiracism, accessibility, and decolonization/Indigenization practices, ideally within academic environments;
- Experience implementing or administering library services platforms (preferably Primo and Alma) for management of print and electronic materials;
- Experience managing large data sets;
- Experience integrating library systems and services using APIs;
- Experience with scripting languages and SQL;

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- Working knowledge of metadata standards, resource description practices, and interoperability protocols that support library systems, discovery services, and resource management;
- Experience creating and maintaining technical documentation, procedures, and workflow guides for library systems, platforms, and related technologies;
- Experience in project management, team leadership, staff training, and/or management of staff an asset.

General Competencies

- Demonstrated ability to interact productively and work collaboratively with diverse stakeholders;
- Demonstrated ability to handle multiple priorities, tasks, and projects;
- Excellent communication skills;
- Strong analytical and creative problem-solving skills.

Salary & Benefits

It is anticipated that the appointment will be made at the rank of Librarian I-II, commensurate with experience, with an annual salary range of \$99,119.55 to \$110,077.77 (2026-27 rates). The position includes a competitive and comprehensive benefits package.

Application Procedure

Interested candidates must supply the following in one (1) single PDF attachment:

- a covering letter of interest;
- curriculum vitae, which must include a statement of your citizenship;
- the names, email addresses, and telephone numbers of three professional references.

The Library & Archives hiring process involves evaluating applications against the qualifications listed above. Applicants are encouraged to explicitly indicate in their application how their skills and experiences support the professional expertise and competencies qualifications listed above.

Candidates are encouraged to supply a completed [Trent University Self-Identification Form](#), which may be submitted as a separate attachment.

Candidates should apply in confidence by email to: libraryadministration@trentu.ca attention Emily Tufts, University Librarian.

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Applications must be received by no later than Friday, October 23, 4:00 p.m., 2026.

Trent University is actively committed to creating a diverse and inclusive campus community. Trent regards equity and diversity as an integral part of academic excellence and is committed to accessibility for all employees. We encourage applications from women, persons with disabilities, Indigenous peoples, racialized people, persons of minority sexual orientation or gender identity, and others who may contribute to the further diversification of ideas and enrichment of our community. All qualified candidates will be considered, but in the event the top candidates are considered relatively equal, the candidate in an underrepresented group shall be given priority. Trent University offers accommodation for applicants with disabilities in its recruitment processes. If you require accommodation during the recruitment process or require an accessible version of a document/publication, please contact libraryadministration@trentu.ca.

All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents of Canada will be given priority. Only selected candidates will be contacted.

We respectfully acknowledge that we are on the traditional territory of the Mississauga Anishinaabeg. We offer our gratitude to First Peoples for their care for, and teachings about, our earth and our relations. May we honour those teachings.

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