



JOB POSTINGS: Digital Collections Librarian

Location: Anywhere in British Columbia

Type of position: Limited term contract September 2, 2025 to December 31, 2027, part-time (0.8 FTE/28 hours per week), Remote (home office)

Compensation: \$41-\$44 per hour

Closing date: July 25, 2025 at 11:59pm Pacific Time

About Us

The BC Libraries Cooperative (BCLC) is a mission-driven non-profit cooperative that helps libraries help people.

Our 200+ members include public and post-secondary libraries and institutions across Canada. We provide libraries and related organizations with the services, cost savings, and support they need to do great work in their communities. We provide several online services for our members which include a focus on using open-source technology and systems, as well as expanding work in the field of accessible publishing that supports people in Canada with print disabilities.

The BCLC has a distributed workforce of over 40 people working across three time zones. Visit this link for [a detailed overview of our work at the BCLC](#).

About the Role

The BC Libraries Cooperative (BCLC) is seeking a **Digital Collections Librarian** to support the development, coordination, and renewal of shared digital collections for member libraries. Reporting to the Licensing Manager, this role supports platform implementation, collaborative content development, vendor coordination, and the promotion of accessible, privacy-conscious digital services.

Core Responsibilities:

- **OverDrive Collection Oversight**
Coordinate the shared OverDrive collection, including leading the Selection Committee, organizing regular reviews, and aligning selections with member priorities and usage trends.
- **Palace Project Support**
Assist with the implementation and onboarding of member libraries to the Palace Project platform. Support training and help coordinate shared collection strategies in collaboration with internal and external partners.
- **French-Language Digital Collection Management**
Manage the selection and maintenance of French-language digital content, working with a team of French-speaking selectors to ensure relevance and community engagement.
- **Cross-Platform Collection Evaluation**
Assess digital titles available across multiple platforms (e.g., OverDrive and Palace Marketplace) and make informed purchasing decisions based on price, license type (e.g., perpetual access, metered use, simultaneous use), expected demand, and accessibility.
- **License Renewal Coordination**
Coordinate annual digital product renewals through ConsortiaManager. Maintain accurate documentation and timelines, and support libraries with license and vendor questions.
- **Support and Training**
Provide support for e-resource access issues, including basic troubleshooting and responding to questions from member libraries using clear, non-technical language.
- **Training & Webinars**
Schedule and promote product webinars and member training sessions in collaboration with vendors and internal teams.
- **Other duties as assigned**

Competencies and Qualifications:

Required:

- ALA-accredited MLIS or equivalent experience in digital library services
- Knowledge of licensing models, usage statistics, and cost-per-use analysis
- Understanding of privacy best practices related to digital library services and third-party vendor access
- Awareness of digital accessibility standards such as WCAG and EPUB accessibility
- Demonstrated experience coordinating committees or collaborative projects
- Strong communication, organizational, and documentation skills

Highly Desired:

- French language proficiency
- Experience creating and delivering training on digital resources or library technology tools, tailored for non-technical audiences
- Experience managing eBook or digital media collections across multiple platforms, including assessing overlapping content for cost-effectiveness, license terms, and user demand

Compensation Package:

- This is a limited term part-time position (28 hours per week) from September 2, 2025, to December 31, 2027. The starting compensation range is \$41-\$44 per hour.
- We encourage qualified applicants willing to work remotely from anywhere in British Columbia
- The successful candidate will receive a \$60 monthly Internet allowance
- After 3 months, the successful candidate will be enrolled in an employer-paid extended medical and dental package for employees and their dependents that includes a health spending account.
- After a satisfactory probation period of 6 months, the successful candidate will be enrolled in the Municipal Pension Plan, a defined benefit pension plan
- After a satisfactory probation period of 6 months, the successful applicant will receive a \$500 one-time stipend for home office needs.

- The BCLC has family friendly workplace policies including a generous annual vacation allotment, a week's closure in late December and a flexible work culture that supports staff well-being.

Must provide own internet and computer. The Co-op operates as a "bring your own device" (BYOD) environment, requiring contractors and employees to supply and maintain their own suitable equipment.

How to Apply

To apply, please submit your application to office@bc.libraries.coop with the email subject line "Digital Collections Librarian".

Application deadline: July 25, 2025 at 11:59pm Pacific Time.

Submission format: When submitting your application** please name and save your attachments in WORD or PDF format with your first and last name in the title, such as: "FirstnameLastname Resume Digital Collections Librarian.pdf" and "FirstnameLastname Cover Letter Digital Collections Librarian.pdf".

Applications will be reviewed on a rolling basis. Interviews will be held virtually (via Microsoft Teams or Zoom). Candidates may be asked to complete an exercise as part of the application process.

We thank all applicants in advance, however only applicants authorized to work in Canada will be considered and only shortlisted candidates will be contacted. No phone calls please.

We are committed to creating a diverse, equitable and inclusive workforce. We encourage women, people with disabilities, people of Indigenous ancestry, people of colour, LGBTQQIP2SAA individuals and members of other diverse communities to apply for careers with our organization.

For more information about BC Libraries Cooperative, please visit our [website](#).