

## Two Graduate Academic Assistant (GAA) Positions on Our Own Labels

### POSITION SUMMARIES

Two students will work under the direct supervision of Dr. Bullard and with the support of a team of library specialists. The positions listed span August to December and have complementary sets of tasks. One of the positions is focused on **development of the Out On The Shelves (OOTS) online public access catalogue (OPAC)** while the other is focused on **support for qualitative research, including contacting participants and transcribing interviews**. Similar positions building on this work are available for January-June 2022; students may be invited to continue into these positions depending on their availability and assessment of their performance. Hiring decisions will be made with the OOTS coordinator team. LGBT2QIA+, Indigenous, Black, students of colour, and those living the intersections of these categories are encouraged to apply. These positions are funded by the SSHRC Partnership Engage Grant, Our Own Labels.

The goal of the project is to give the creators of works in the collection informed choices as to how their works are described in the OPAC, particularly through subject headings that indicate identities of characters and creators. Outcomes of this project will include revised records for the creator-participants in the interview study, new guidelines and tools for OOTS to manage creator-preferred terminology in catalogue records, and theory and practice development for the wider library community.

### DESCRIPTION OF DUTIES

#### All GAAs:

- Attend biweekly meetings with the research team (this project and GAAs in parallel and overlapping projects) for reports, updates, and to discuss, troubleshoot, and learn from other approaches.
- Attend regular meetings of OOTS volunteers for input and updates on the project.
- Consult with librarian collaborators on the project to receive feedback and advice on developments in the project.
- Provide written and oral reports on project status to the above groups as needed (Dr. Bullard and her research team, OOTS, and the librarian collaborators).
- Other duties (e.g., preliminary analysis of findings; writing for academic/professional/personal publication) if interested.

#### GAA1 / Catalogue Review and Preparation

- Review the existing OOTS collection to identify underdeveloped areas within the library's area of focus and identify potential purchases within those areas.
- Create detailed lists (such as within spreadsheets) to summarize the collection and enable identifying living creators ideal for the interview study.
- Learn intermediate features of the cataloguing environment (Koha and MARC) to identify and explore variant ways of representing item records, including subject fields and local fields.

## GAA2 / Qualitative Research Support

- Revise qualitative research materials including recruitment emails and interview guide.
- Recruit participants from among creators of works in the collection, taking care to select a diverse and representative sample of creators and materials.
- Explain to non-librarians, concisely and clearly, the function of the library catalogue and typical cataloguing processes.
- Manage confidential participant information securely and separate identifiable participant information from study materials as necessary.
- Manage calendars and schedule interviews with participants.
- Transcribe interviews.

### **Qualifications:**

#### EDUCATION AND EXPERIENCE

- An iSchool graduate student who has completed LIBR 509.
- High level of accuracy and attention to detail.
- A curious, flexible, and open-minded approach.
- Excellent oral and written communication skills.
- Ability to work independently, take initiative in appropriate ways, and use good judgement.
- Organizational and project management skills, including the ability to prioritize tasks and manage timelines.
- Volunteer experience with Out On The Shelves.
- Interest in descriptive cataloguing and un/controlled vocabularies.
- Interest in queer theory and LGBT2QIA+ history and context.

### **Hours of work:**

Each position will be from August-December 2021. It is anticipated GAAs will work 10 hours per week and self-report their hours. The rate of pay is \$25/hour + benefits. Earliest start date would be August 3, 2021.

### **Application:**

Please send a cover letter and resume to [julia.bullard@ubc.ca](mailto:julia.bullard@ubc.ca) by July 30. Applications will be reviewed by Dr. Bullard and the Out On The Shelves coordinator team.