eCampusOntario Cataloguing and Metadata Specialist
Request for Proposal (RFP)

eCampusOntario

eCampusOntario is a provincially-funded non-profit organization that leads a consortium of the province’s 50 publicly-funded colleges, universities and indigenous institutes to develop and test online learning tools to advance the use of education technology and digital learning environments. Officially registered as the Ontario Online Learning Consortium (OOLC) and referred to as eCampusOntario we:

- Support the development and delivery of quality online learning experiences across all of Ontario.
- Lead in research, development and sharing of exemplary practices in online and other forms of technology-enabled learning.
- Support member institutions in fostering innovation, collaboration, and excellence on behalf of Ontario students and faculty.
- Contribute to the evolution of teaching and learning by responding to emerging tech and the development of state-of-the art online courses and programs.

Opportunity

eCampusOntario is seeking quotes from qualified professionals to serve as its Open Library Cataloguing and Metadata Specialist. The contractor will assist the Open Library Team with the Dublin Core based metadata, collection development, and cataloguing in its DSpace repository to meet discovery needs in its evolving digital environments.

Background

The eCampusOntario Open Library repository provides educators and learners with access to more than 600 free and openly-licensed educational resources. The library was launched in 2017 in partnership with BCcampus. Since the initial launch, eCampusOntario has sought to continually improve the library to meet the needs of Ontario’s post-secondary educators and learners. The Open Library is built on the foundation of eCampusOntario’s instance of DSpace, an open-source digital repository for academic, non-profit, and commercial organizations.

The Open Library Infrastructure is undergoing enhancements to support various learning objects and resources within its current collection and the expected digital content from the Virtual Learning Strategy (VLS) projects. Some of these resources include courses, modules, interactive activities, extended reality, virtual simulation, software, images, videos, presentation, etc.
To date, eCampusOntario has a draft metadata application profile, which commenced as part of a summer intern project to support the organization, use, and growth of the eCampusOntario Open Educational Resource collection. The application profile is part of an ongoing enhancement project that aims to guide continual improvements to the search, evaluation, and acquisition of open educational resources. By developing and applying robust metadata standards, this iteration facilitates the standardized usage of metadata elements within defined frameworks while setting the groundwork for the pending VLS resources and other open and closed access collections.

Since then, the Open Library has doubled its collection of resources and implemented some metadata application profile elements. A sustainable growth approach is required to ensure the Open Library functions effectively throughout the transition process.

Moving forward, the Cataloguing and Metadata Specialist will expedite these efforts by continuing the work that has been done while lending their expertise to prepare the systems to organize, catalogue and preserve eCampusOntario’s various library collections.

**Service Description**

The successful contractor will commit to ~25-30 hours per week for the duration of the project period, allowing for flexibility in weeks that may involve more or less of a time commitment. The contractor will provide the following support and services under the direction of the Programs and Services Team:

- Provide leadership and support for the description of learning objects and open educational resources.
- Focus on original and complex cataloguing and metadata projects to support and enhance the discovery of the Open Library and VLS collections.
- Contribute, edit, and advise on the draft Metadata Application Profile (schema) and controlled vocabularies for various eCampusOntario Library collections.
- Demonstrate expertise/familiarity with or working knowledge of metadata standards and schemes, such as Dublin Core, IEEE Standard for Learning Object Metadata, OER Commons Metadata Schema v4, Learning Resource Metadata Initiative, XML, MOD, RDF, FRBR, linked data, as well as an understanding of other emerging standards.
- Research, document and advise on resource interoperability and metadata exchange, such as the OAI-PMH and OpenAIRE Project.
- Conduct original cataloguing, including complex authority work, subject analysis, classification, and complete quality control checks on previous bibliographic records.
- Assist with the determination, documentation, and implementation of cataloguing policy and best practices.
- Assist with establishing sustainable metadata workflows, cataloguing procedures, repository upgrades and the discovery interface.
- Research, document, and recommend digital preservation solutions for resources in current and future eCampusOntario repository.

**Timeline**

- **September 20, 2021**: RFP issued.
- **September 29, 2021**: Application due 11:59 pm EST.
- **October 4 - 8, 2021**: Successful applicant notified, and contract awarded.
- **October 12, 2021 – March 31, 2022**: Project period.
March 31, 2022: Contract ends, project sign off, and deliverables received.

Application
Applicants will submit a written response, not to exceed 3 pages exclusive of resume/CV, that includes the following information organized using section headings:

- **Section A: Statement of Interest.** Include the following demonstrated experience/skills:
  - Experience or familiarity working with metadata standards/schemes, including Dublin Core, IEEE LOM, XML, MOD, controlled vocabularies, classification, subject analysis, and other standards/schemes used to describe digital resources, learning objects, and open educational resources.
  - Experience or familiarity with resource interoperability and metadata exchange, such as the OAI-PMH and OpenAIRE Project.
  - Experience with original and complex cataloguing, especially with digital resources in post-secondary institutions.
  - Experience or familiarity working with DSpace repository and editing XML.
  - Experience writing documentation and user guides.

- **Section B: Detailed contract costs.**

- **Section C: A copy of resume/CV**

Notes:
- The criteria found in Section’s A and B above will be used to evaluate candidates.
- Resumes and CVs in Section C will be used to confirm stated skills and qualifications.
- The award of this RFP is subject to approved funding from the Province.

Please submit your application as one PDF file with the subject line **Metadata and Cataloguing Specialist** to procurement@ecampusontario.ca by 5:00 pm EST September 29, 2021.

*eCampusOntario acknowledges work arrangements which are flexible and encourages applications from those who are interested in complimenting their existing work schedules and obligations.*