

The Libraries have an immediate opening for a .50 FTE Library Information Specialist in Digital Services. Apply online at <https://hrs.missouri.edu/find-a-job/staff> with Job ID 30974.

### **Position Summary Description**

This position supports the University Libraries' goal to assure the quality, diversity and preservation of our library collections for the campus and wider academic community. The Library Information Specialist (LIS) will digitize fragile and complex material, process digital images, review digital images created by others, add and maintain content in local repositories, and provide support for other department projects, as needed. Position requires working at a computer or using a scanner much of the time.

#### **A. Digitize fragile and complex library materials**

- Perform digitization work using a variety of scanners, following department standards and best practices.
- Perform batch processing and individual editing of digital images and derivatives in Adobe Photoshop and Bridge.
- Create pdfs and process files for text recognition.

#### **B. Review digitization work of others in department as part of quality control process**

- Review digital images of material to ensure quality and complete scanning of items. Re-edit or scan images, as needed, to meet quality standards.
- Prepare files for inclusion in the dark archive.

#### **C. Add and maintain digital objects and bibliographic records in local digital repositories**

- Add new items to local digital repositories (MOspace and the MU Digital Library) using established processes.
- Create accurate bibliographic descriptions for items added.
- As needed, update existing bibliographic records.

#### **D. Miscellaneous duties and projects**

- Maintain records indicating status of projects.
- Provide monthly statistical and activity reports.
- Prioritize, organize and manage workload in consultation with supervisor.
- Contribute to writing and updating procedures.
- Contribute to the writing of news announcements and Instagram posts.
- As time permits, contribute to other Digital Services projects.

### **Required Qualifications**

High school diploma or equivalent and at least 2 years of experience from which comparable knowledge and skills can be acquired is necessary.

### **Preferred Qualifications**

- Two or more years of work in a library.
- Working knowledge of digitization standards and formats.

- Familiarity with bibliographic records format.
- Experience using DSLR cameras.
- Experience writing procedures and reports.
- Experience managing projects.
- Experience with Microsoft Office software and Photoshop.
- Experience evaluating and editing digital images.
- Demonstrated ability to establish and to coordinate workflows.
- Excellent communication and problem-solving skills.

## **Salary**

\$13.27/hour

## **Shift**

This position will work 20 hours per week, primarily Mon-Fri between 8:00 a.m. - 5:00 p.m.

## **Benefit Eligibility**

This position is not eligible for University benefits. Individuals in non-benefit eligible positions may choose to participate in the Tax Deferred Annuity Plan (403b). For information about this plan, please visit the Faculty & Staff Benefits website at <http://www.umsystem.edu/totalrewards/benefits>

## **Equal Employment Opportunity**

Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, or any other status protected by applicable state or federal law. This policy shall not be interpreted in such a manner as to violate the legal rights of religious organizations or the recruiting rights of military organizations associated with the Armed Forces or the Department of Homeland Security of the United States of America. For more information, call the Vice Chancellor of Human Resource Services/Affirmative Action officer at 573-882-4256.

To request ADA accommodations, please call the Disability Inclusion and ADA Compliance Manager at 573-884-7278.

To read more about Equal Employment Opportunity (EEO) please use the following links:

- EEO is the Law [English Version](#)
- EEO is the Law [Spanish Version](#)
- EEO is the Law [Chinese Version](#)