**Student Assistant – Digital Services**

University Libraries Digital Services Department

Digital Services Student Assistants perform various tasks requiring … skills and the ability to evaluate image quality and consistency. They are responsible for converting print material to digital format using high resolution scanners, for creating derivatives, and for tracking project work.

Document Imaging Technician is responsible for accurately scanning a high volume of pages to convert printed material into digital images.  This individual will perform any combination of clerical duties requiring moderate knowledge of systems or procedures. This individual relies on experience and judgment to plan and accomplish goals. Current Security Clearance or ability to obtain a security clearance is required.

the work will involve digitization, post-processing, and quality control as well as assistance with submitting content to OPenn, the project’s manuscript portal.

This position will support the department’s digitization program through routine and repetitive tasks working with large collections of archival materials. The Library supports a growing online collection of digital content. This position involves moving and shelving archival materials and will require the ability to lift and carry up to 50 pounds.

**Job Duties:**

* Properly handle fragile and rare archival materials.
* Support the preparation of materials for scanning.
* Scan print, photographs, artwork, etc. and import in photo software; correct color and manipulate images as required using provided software; burn digital images to DVD.
* Record technical, item, and structural metadata in a spreadsheet.
* Enter descriptive metadata into CONTENTdm (a digital collections content management system).
* Calibrate all components of scanner and computer work station on a regular basis.
* Prep documents: remove physical breaks, staples, clips and bindings.
* Use the Image Scanner(s) to scan original documents.
* Check scanning specifications for accuracy and quality requirements.
* Set scanner parameters as identified for each job to ensure accurate handling per customer specifications.
* Responsible for daily maintenance, including cleaning, of scanner to ensure image quality. Perform routine maintenance on equipment as required.
* Responsible for logging document numbers automatically assigned during scanning for future retrieval.
* Writes, types, or enters information into computer via MS Word, MS Excel or other departmental systems, using keyboard, to prepare documents or reports.
* Review all output images for proper sizing, resolution and overall quality.
* Photocopies documents, using photocopier when required.
* Box records for shipment and lifting up to 35 pounds.
* Maintain a facility that is organized and meets high quality standards at all times.
* Assist other team members with document preparation.
* Follows organization and department procedures to complete tasks in a timely manner.
* Other duties as assigned.

Reporting to the Digital Preservation Librarian, the Digitization Technician is responsible for the conversion of archival materials using scanning and photography equipment. Tasks include handling fragile library collections, scanning or photographing each page of each book or other library item, monitoring scanning operations, ensuring scans meet quality standards, and tracking scanning progress. Responsibilities include: • Operation of Phase One digital reproduction system using Capture One software. Previous experience preferred, but training will be provided. • Operation of Zeutschel scanning equipment. No previous experience necessary, training will be provided. • Careful handling of fragile books and other library material for scanning operation. • Evaluating scanned material to establish that scanning has been carried out accurately. • Ensuring that the scanning operation is running smoothly and efficiently. • Managing, tracking, and reporting of scanning progress. • Troubleshooting basic scanning or PC (Windows 7) issues.

The primary duties and responsibilities of this position include:
• Scan a variety of digital materials using several types of scanning equipment, for example, scanning photographs, books, maps, and documents using sheet-fed scanners, book scanners, large format scanners, slide/negative scanners, and flatbed scanners.
• Create and edit basic descriptive information about digitized materials (metadata), for example, recording item formats, creation dates, dimensions, and source information.
• Edit digital content, including cropping and image rotation, using IrfanView, Adobe Acrobat, Microsoft Excel, and other programs.
• Instruct volunteers and interns in specific tasks related to digitization.
• Perform preservation treatment of materials being digitized, labeling archival materials and filing them in acid-free storage conditions.
• Assist the Preservation Specialist in repairing and protecting library materials, including creating labels for repaired books and encapsulating large format materials.
• Add new content to the digital collections platform; review descriptive metadata for spelling and other errors.
• Shelve, inventory, and file collections of books, documents, magazines, and archival material.

**Job Requirements:**

; experience working with special collections found within libraries, archives and/or museums; ability to work with close attention to detail; familiarity with Adobe Photoshop; good manual dexterity with the ability to concentrate on tasks that require careful handling of delicate materials; and the ability to stand for prolonged periods using an overhead book scanner. Preferred: Currently enrolled in, or recent graduate of, Masters program in Library and/or Information Science; familiarity with digital imaging of special collections and digitization software (including Adobe Bridge) as well as overhead book scanners; experience handling special collections; an interest in medieval manuscripts.

* Ability to work effectively with supervision and as a part of a team.
* Sensitivity to and experience handling library or archival materials.
* Ability to operate a computer and scanner.
* Ability to use Adobe Photoshop preferred.
* Working knowledge of word processing, spreadsheet and database software applications preferred.
* Ability to understand and follow oral and written directions.
* Must be team oriented.
* Must be able to work well under pressure.
* Maintain a positive and respectful attitude and demonstrates flexible and efficient use of time.
* Must be able to evaluate documents provided in a variety of formats and determine their category.
* . The project entails the creation of a digital collection of rare and historically important primary research materials.
* Primary duties will include the training and guidance of project participants as well as direct involvement in the basic digitization workflow: scanning a variety of materials to archival specifications; ensuring quality of archival objects; performing optical character recognition (OCR) on relevant images; and converting documents to PDF files.

Successful candidates must be well organized, self-motivated, and capable of handling library collections with care. The position demands standing. Experience working with scanning and photography equipment in a library environment is preferred but not required. Successful candidate will be trained by the conservators in proper procedures for handling library materials and by the Digital Lab in operation of the scanning and photography equipment. Basic proficiency with Windows 7 required. Experience with Capture One software and/or Adobe Photoshop and Bridge preferred.

**Desirable qualifications**: Strong knowledge of Windows; familiarity with scanning and digitizing text and images (including Adobe Acrobat and Adobe Photoshop); familiarity with Dublin Core metadata; conceptual knowledge of databases; understanding of the processes for digitizing audio and video and preparing them for web streaming; familiarity with HTML and scripting languages such as JavaScript or PHP; some knowledge of MARC and SGML/XML.

Best Qualified Candidates will have:
• One or more years of experience digitizing different material types using multiple digital scanning devices.
• Experience using Microsoft Excel and digital image editing software (e.g., Irfanview).
• Experience working with processing archival collections.
• Strong attention to detail.
• Ability to:
· Successfully perform routine and repetitive tasks.
· Lift and carry up to 50 pounds.
· Move and shelve books and archival materials.
· Communicate instructions clearly.
· Learn work processes quickly.
· Adapt easily to changing priorities and task assignments.

**Preferred Qualifications:**

* Some training and/or experience with photography or graphic communication arts.
* Maintain production area in a neat and orderly condition.
* Ability to work independently with minimal direction.
* Ability to communicate clearly and concisely, both orally and in writing.
* Attention to detail required.
* Sound judgment to identify and report problems to supervisors and contribute to resolving them.
* Experience in customer service or a business office setting

**Application Instructions:**

Please submit your resume through HireMizzouTigers.com (Handshake) to be fully considered for this opening.