

JOB SPECIFICS

Title: Digital Preservation Intern

Department: Main Library-Reference

Reports To: Librarian III (Head of Reference)

Revision Date: January 2023

Schedule: 20-23 hours per week

Salary: \$15.00 (grant funded)

This is a temporary grant funded part-time position contingent upon grant funding

POSITION BACKGROUND

The Reading Public Library is accepting applications for a part-time Digital Preservation Intern to join the Reference Department. Under the direction of the Reference Supervisor, this individual will support the library by managing files, processing digital objects for preservation, and helping patrons access materials. This position includes (but is not limited to): organizing an archival collection; weeding physical materials; scanning materials of all types; cataloging, collating, and organizing a digital collection of scanned archival materials; answering reference questions in person and via technology devices; helping patrons access an archival collection; and assisting patrons in locating materials.

Schedule is very flexible, tailored to individual hired, and can include days, evenings, and Saturdays.

JOB SUMMARY

- Prepare records for digitization and physically scan records
- Facilitate digital record collections by keeping metadata records, and managing an inventory list
- Performs reference services relating to archival materials under supervision
- Assists with weeding and shifting the archival collections
- Prepare statistical and information reports as directed
- Other duties as assigned

MINIMUM QUALIFICATIONS

Educational Requirements

- High School Diploma or GED required.
- Some college, preferred.

Experience

- Prior archival experience, preferred
- Prior digitization experience, preferred

Clearances

- Federal Bureau of Investigation Criminal Background Check
- Pennsylvania Child Abuse Clearance
- Pennsylvania Criminal Record Check
- Mandated Reporter Training

KNOWLEDGE, SKILLS & ABILITIES

- Effective verbal, written, and digital communication
- Ability to use a desktop computer, laptop computer, computer printer, computer scanner, PC projector, digital imaging hardware, and photocopier
- Tech savvy with the Internet, Microsoft Office Suite, and Adobe Photoshop
- Work well under pressure, ability to multi-task, and an energetic team player
- Knowledge of administrative policies and procedures
- Ability to deliver excellent customer service to a diverse population
- Demonstrate excellent organizational skills and attention to detail

WORKING CONDITIONS

Frequent standing, sitting, bending, talking, hearing, speaking and mental concentration necessary; use of hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms; specific vision requirements include close vision, color vision and the ability to adjust focus. Must be able to communicate and be understood clearly. May be required to lift or move files, books or supplies of up to 35 pounds. This is a physically active position. *(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

Disclaimer

Management reserves the right to add, modify, change or rescind work assignments as needed. The essential functions or duties listed above are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.