

Independent Contractor (1099)
POWER Library – Scan PA Liaison

Hosting Solutions and Library Consulting

Philadelphia, PA 19104

(Locations of projects vary across the Commonwealth)

Hosting Solutions and Library Consulting (hslc.org) is a Philadelphia-based non-profit library support organization that centrally administers POWER Library (powerlibrary.org) on behalf of the Office of Commonwealth Libraries under the Pennsylvania Department of Education.

Position Overview:

HSLC currently seeks two skilled and motivated individuals to join our team as 1099 Contractors in the role of **Scan PA Liaison**. As a contractor, you will be responsible for set up, configuration of the Scan PA digitization hardware and software, and training in digitization, creating metadata and ingesting records in coordination with the HSLC Digital Collections Specialist. This position requires travel but offers flexibility and the opportunity to work independently. Having access to the services of the Scan PA Liaison will accelerate the process for smaller organizations to contribute new collections to PA Photos and Documents.

Responsibilities:

- Setup of Scan PA equipment provided by POWER Library.
- Training contributors in the use of Scan PA equipment.
- Training contributors in best practices for digitizing material for collections to be added to PA Photos and Documents.
- Training contributors in collection metadata description and uploading of records and images to PA Photos and Documents.
- Project reports will be required at set milestones, and are to be delivered to the Digital Collections Specialist.

Qualifications:

- Requires a HS diploma/GED and prior experience digitizing special collections materials. A Bachelor's degree or Master of Information/Library Sciences or Museum Studies, or a closely related field, in process or completed, is preferred.
- Training and/or formal presentation experience is highly desirable.
- Advanced computer skills are necessary, especially with operating Excel and/or Google Sheets.
- Effective communication and interpersonal skills in group settings; the ability to organize time, manage projects, work effectively in a team environment as well as independently; and the ability to work accurately and with attention to detail.

- This position will interact with contributors having varying levels of technical experience, requiring a high capacity for patience, and the ability to communicate based on the level of experience of the contributor.

Experience:

- Must have handled and digitized special collections materials, created metadata, and uploaded content via a digital asset management system, digital repository and/or collections management software.
- Experience with Islandora software is highly desirable.
- Must have a general understanding of strategies and best practices for digital imaging, digital projects, and quality management.
- Should have a general understanding of information management concepts such as controlled vocabularies, authority control, metadata schema, data curation, and copyright in order to facilitate discoverability, access, and usability of digital collections.

Duration and Hours and Compensation:

- April 1 – June 30, 2024 with contract extension opportunities
- Approximately 25 hours per location
- Compensation: Hourly rate of \$30.00 with reimbursement for mileage, tolls, and lodging

Award:

- Contract to be provided upon selection/contract award

How to Apply:

Interested candidates are invited to submit their resume and a brief cover letter outlining their relevant experience to ehalovanic@hslc.org Please include "1099 Contractor Application - [Your Name]" in the subject line.

Application Deadline: Priority will be given to applications received by March 31st, 2024

Please note:

This position is a contractor role, and as such, the selected candidates will be responsible for their own taxes, insurance, and other legal obligations associated with independent contracting.

This position requires proof of child abuse clearances and a Department of Education background check where the contractor will interact with minors.