

Independent Contractor (1099)
POWER Library – Western Scan PA Liaison

Hosting Solutions and Library Consulting

Philadelphia, PA 19104

(Locations of projects vary across the western portion of the Commonwealth; as such the applicant's residence should be in the western portion of the Commonwealth as well.)

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 a skilled and motivated 1099 Contractor to provide additional support for the **Scan PA** program. As a contractor, you will be responsible for set up, configuration of the Scan PA digitization hardware and software, training in digitization, creating metadata, and ingesting records at various library locations across western Pennsylvania, as well as via virtual training sessions, as assigned by the HSLC Digital Collections Specialist. 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 metadata and files to PA Photos and Documents.
- Statistics will be required on a monthly basis, and are to be delivered to the Digital Collections Specialist.

Qualifications:

- Requires a HS diploma/GED. 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 spreadsheets.
- Familiarity with plug-and-play equipment setup.
- 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.

- Must have access to appropriate technology necessary for virtual liaison work, including reliable computer, internet, and Zoom capabilities.

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:

- Flexible start date through June 30, 2026 with contract extension opportunities, based on performance
- Assistance per location could range from as little as a half hour (likely a virtual session) or as much as 25 hours at a single location spread out over a period of time
- Compensation: Hourly rate of \$30.00 with reimbursement for mileage, tolls, and lodging
- The duration of hours per project/location may be inconsistent, with the potential for lulls lasting weeks/months between sessions

Award:

- Contract to be provided upon selection

How to Apply:

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

Application Deadline: Applications will be reviewed upon receipt. Early applications are encouraged. Position is available until filled.

Please note:

- This position is a contractor role, and as such, the selected candidate 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.