POSITION VACANCY ANNOUNCEMENT

POSITION: Library Assistant 2 – Digital Library Center

SALARY: Anticipated starting salary is $12.04 hourly. Actual starting salary commensurate with applicant’s skills, knowledge and abilities.

REQUISITION #: 0802214

DEADLINE DATE: June 26, 2009

The University of Florida George A. Smathers Libraries is recruiting for the position of Imaging Assistant - Library Assistant 2 in the Newspaper Queue section of the Digital Library Center. This position prepares materials for digital imaging, ingests born digital materials, conducts digital imaging including equipment maintenance and calibration, performs quality control, creates structural metadata, trains and supervises student assistants in all aspects of the work, and tracks materials throughout the digitization process.

The duties of this position include:

Prepares materials for digitization
• Evaluates physical condition of target materials;
• Performs physical preparation (e.g., flattening/ironing, collation, removal of staples, encapsulation, etc.) and undertakes minor repairs necessary for digitization;
• Liaisons with the Preservation department for repair of documents and un/encapsulation;
• Collates materials to ensure completeness and procures replacements as necessary; and
• Benchmarks source documents for appropriate digital resolution.

Performs digital reproduction
• Images source documents using a variety of digital scanners and cameras;
• Names directories and files in accord with Department practice;
• Performs image correction individually or in batches as necessary to correct scanning effects, ensure the fidelity of the reproduction, and optimization for target use;
• Calibrates equipment to ensure image quality through appropriate use of grey-scale, color targets and other targets as necessary (i.e., scanners and monitors);
• Coordinates tasks with Scanning Supervisor to maintain efficient workflow;
• Trains and supervises Student Assistants; and
• Troubleshooting of hardware and software.
Monitors Quality Control
- Assesses color and tonal values and makes corrections as necessary;
- Assesses file names and image order; and
- Coordinates with Quality Control to provide completed files, and rescans of rejected work.

Bibliographic Control
- Maintains tracking and metadata databases documenting imaging treatment, content, and status, using Departmental databases.

Professional Development
- Maintains a course of professional development in digitization and other related areas. In particular, keeps current with standards, specifications, and best practices in digital imaging through training opportunities and directed professional reading.

Minimum qualifications:
High school diploma or GED and 2 years of library or related clerical/customer service experience; OR, bachelors degree; OR any equivalent combination of experience, training and/or education.

Preferred Qualifications:
- Experience in an academic library
- Knowledge of Windows XP computers and software.
- Knowledge of digital reprographic practices and techniques employed with archival and library materials, or knowledge of and experience with photographic techniques.
- Familiarity with digital scanners and digital cameras and associated software preferred.
- Ability to maintain production levels, learn quickly, and work independently.
- Ability to plan, organize and maintain documentation of imaging work using manual and automated databases.
- Ability to communicate effectively.
- Preferred: Bachelor’s degree, with subsequent experience in a fast-paced production environment.

THE UNIVERSITY OF FLORIDA
The University of Florida is a large, land grant, public educational research institution with a faculty of approximately 4,000 and a student body of approximately 50,000. UF is Florida's largest university, the nation's fourth-largest, and traces its beginnings to a small seminary in 1853. Since 1985, UF has been a member of the Association of American Universities, the prestigious higher-education organization comprised of the top 62 public and private institutions in North America. UF is home to 16 colleges and more than 150 research centers and institutes. The University offers the Ph.D. in more than 90 fields and the Master's degree in more than 120 fields. For more information please consult the UF homepage at http://www.ufl.edu.

The University of Florida Libraries are members of the Association of Research Libraries, the Center for Research Libraries, the Research Libraries Group, and SOLINET. The library staff consists of more than 400 FTE librarians, technical/clerical staff and student assistants. For more information about the Libraries, please visit http://www.uflib.ufl.edu.
**BENEFITS:**
Twenty-six vacation days, nine paid holidays, and thirteen days sick leave annually; retirement plan options; insurance benefits; tuition fee waiver program; no state or local income tax.

**APPLICATION PROCESS:**
If you are interested in this position please apply online at [http://jobs.ufl.edu](http://jobs.ufl.edu) referring to requisition number 0802214.

For further details about this position please contact Tina L. Pruitt at (352)273-2595.