

The University of Texas at San Antonio

Job Description

Job Title: Digitization Specialist

Code: 18815

Salary Grade: 57

FLSA Status: Non-Exempt

Department/Division: Library

Reports To: Digital Archivist

Summary

- Function: To serve as digitization technician and assist Digital Archivist with long-term preservation of born-digital materials, to facilitate the digitization of Library materials.
- Scope: Responsible for completing digitization projects; managing the creation of metadata; assembling digitized content with metadata for upload to the department's digital library platform; for managing the proper upload of all files; for updating the collection's finding aid to include links to the digitized resources; for basic paper preservation maintenance and issues reporting; creation of detailed project status reports.

Duties

- Typical:
 1. Manages the inventory of catalogued collection, including updating records to fix typographical errors & misspellings, reformat dates, updating processing and digitization status information, and creating additional descriptive metadata.
 2. Collaborates with the Digital Archivist to manage the digitization of all manuscript holdings, follow digitization capture and metadata guidelines, and create project documentation.
 3. Follows department guidelines for uploading digitized files and metadata to the department's digital library platform.
 4. Follows department guidelines for XML encoding to provide links to digitized content in our digital library to the collection's finding aid.
 5. Provides basic paper preservation maintenance to and reports larger preservation issues for manuscripts under the direction of the Rare Books Librarian.
 6. Generates reports on the status of digitization project
 7. Contributes to department outreach efforts.
 8. Performs additional duties as assigned.

- Periodic:
 1. Research equipment, best practices and standards necessary to fulfill duties.
 2. Serves as a Project manager of special digitization projects in Special Collections.

Education

| Required | Preferred |
|-------------------|-----------------------------------------------|
| Bachelor's degree | Bachelor's degree in History or related field |

Other Requirements

| Required | Preferred |
|-------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Experience with uploading digitized content and metadata to an online portal for web discovery. | Experience with CONTENT dm or other digital library platforms |
| Knowledge with preservation needs of paper collections | Demonstrated experience with preservation practices, including identifying and documenting preservation concerns, interleaving with acid-free or buffered paper, and removing fasteners. |
| Criminal Background Check (CBC) | |

Experience

| Required | Preferred |
|-------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| Six months experience working with digitization tools and scanning equipment. | One year of experience handling delicate materials and creating metadata to describe archival materials or related experience. |

Equipment

| Required | Possible |
|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| Personal computer, Microsoft Office Suite and standard office equipment, scanners. | One year experience entering data in tabular format in Excel or Access and performing search and filter queries. |

Working Conditions

| Usual | Special |
|----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| Ability to lift boxes up to 40 lbs., push wheeled carts with archival boxes between library locations, and perform repetitive physical tasks | May include exposure to book mold, dust, photographic chemicals, or insects. |

Supervision

| Received | Given |
|-------------------------------------------|--------------|
| Direct supervision from Digital Archivist | None |

Accuracy

| |
|----------------------------------------------------|
| Proficiency in all phases of the duties performed. |
|----------------------------------------------------|

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.