

ROLE PROFILE

Job Title:	Digitisation Technician	Reports to:	Digitisation Project Manager
Based at:	Gladstone's Library	Date:	March 2018

Job Purpose

In 2018 Gladstone's Library is launching the [Writing Gladstone] project. Externally funded by the [Carnegie Corporation of New York], the three-year project will result in a fully-catalogued digital collection of 15,000 nineteenth-century manuscript letters and 5,390 annotated printed books. These will be partially transcribed, and hosted online in a free-to-access format, making one of the world's most significant Gladstonian collections available to scholars, teachers and students. Currently Gladstone's annotated library is held on the GladCat catalogue. Although widely used, GladCat's functionality is limited by its current platform – and the letters are currently uncatalogued. The project will build on the work undertaken to create GladCat and ensure that the online offer of Gladstone's Library is unique and distinctive as the physical institution. The project will fund the creation of a dedicated digitisation studio and two dedicated posts.

A vacancy is available for an experienced digitisation technician. The postholder will form part of a new team responsible for delivering the project and its associated outputs. Working with the Digitisation Project Manager, the postholder will digitise printed and manuscript items from the nineteenth-century, and create all associated metadata, prior to the material being hosted on an online CMS. Support is available from an appointed advisory board, including specialist academic staff in relevant disciplines. This position is funded for three years.

Key Results Areas – Project	Typical Tasks
Capture digital images to the ISO/TR 13028:2010 standard for creating and maintaining records in digital format	<p>Create digital images and associated metadata and inventories;</p> <p>Use and maintain dedicated software and hardware;</p> <p>Upload digital items to the CMS;</p> <p>Directly monitor quality control of digital images.</p>
Implementation and delivery of project outcomes and interim targets	<p>Monitor and record progress according to the standards set in the pilot phase;</p> <p>Work with the project manager to create images, metadata and records to agreed standards;</p> <p>Responsible for the direct overview of the project workflow, and associated record keeping;</p>
Quality assurance and best practice conservation/preservation procedures	<p>Report any issues with equipment, and identify any problems with workflow;</p> <p>To be responsible for retrieval of archive and library items for the project. To monitor the condition of collection items in terms of suitability for digitisation and to draw attention of appropriate library staff to any potential damage caused by digitisation.</p>

	Train small groups of staff and volunteers on the digitizing process.
Key Results Areas – General	Typical Tasks
Contribute to a digital infrastructure at Gladstone’s Library	Train relevant staff in appropriate handling and usage standards; Implement best practice in digital record keeping and metadata standards.
Responsible for the retrieval of manuscript and printed material for the project (<i>please note that the role requires regular lifting and carrying as well as working with ladders</i>)	Implement best practice in handling and conservation standards within the digitization suite; Meet regularly with the project manager and the archives assistant to review the efficacy of the document supply chain (Mss.) Meet regularly with the project manager and the library assistant to review the efficacy of the document supply chain (printed books) in accordance with project milestones and outcomes.
Reprographics – marketing and promotion	Work with the Library’s marketing department to provide images for marketing and branding;

Person specification	
Knowledge, skills and experience: <ul style="list-style-type: none"> • Practical digitisation experience; • Current knowledge of archive storage, handling and data standards; • Experience with fragile and difficult materials; • A DBS check will be undertaken for the successful candidate • Experience with C19 palaeography (desirable) 	Personal attributes <ul style="list-style-type: none"> • Well-developed attention to detail; • Excellent time management and time-keeping; • Effective communicator; • Able to work independently; • Dedicated and accurate.

Specialist Knowledge
Knowledge and experience of quality control methods, project implementation, image capture standards, online content management systems, and IT are all desirable, as is an understanding of the library, its founder and his collections.