

Job Title: Records Digitizing Technician

Hourly Wage: 18.00

Length of employment: 8 weeks

Number of Hours per week: 35

Application closing date: May 13, 2022

Start Date: June 1<sup>st</sup>, 2022

Location: Stanley A. Milner Library, Edmonton, Alberta

### About The Alberta Library

The Alberta Library (TAL) supports academic, public, and special libraries across Alberta in a variety of ways. We provide group licensing to facilitate access to high quality digital resources for all member libraries, we promote resource sharing between members via the TAL card which allows patrons to borrow books from any member, we manage the digital aspects (video conferencing, schedule management) of events for members and non-members, and we provide administration services for library associations financially and digitally.

### Job Summary

You will digitize and organize several sets of paper records. You will work with a set of guidelines and procedures TAL has made for the project. Throughout the scanning project you will name and organize the files into a system that has been set by TAL. Finally, you will ensure that the digital files are searchable by applying Optical Character Recognition using supplied software. You and the Supervisor will communicate throughout the project regarding any confusion about the records, your scanning progress, ideas about better processes, or clarification on current workflows.

### Tasks and Responsibilities

- Scan paper files ensuring accuracy and comprehensiveness
- Name and organize resulting digital files into predetermined file system
- Apply Optical Character Recognition to files and ensure they are searchable
- Report to supervisor with progress or issues

### Required Skills

- Understanding of the Windows File Environment
- Strong attention to detail
- Ability to work individually

### Desirable Skills

- Experience with scanners and scanning software

## How to Apply

This job is funded by the Canada Summer Jobs Grant. To apply you must be between the ages of 15 and 30 at the time of employment, and you must be legally able to work in Canada.

Please combine your cover letter and resume into one file that is either .doc, .docx, or PDF format. Send the file to: [admin@thealbertalibrary.ab.ca](mailto:admin@thealbertalibrary.ab.ca)

*The Alberta Library is committed to an equitable, diverse, and inclusive workforce. We welcome applications from all qualified persons aged 15 to 30 as this posting is subsidized by Canada Summer Jobs. We encourage women; First Nations, Métis and Inuit persons; members of visible minority groups; persons with disabilities; persons of any sexual orientation or gender identity and expression; and all those who may contribute to the further diversification of ideas to apply.*