



Title: Digital Librarian

Term: One Year (June 2022 - July 2023 preferred)

Hours: 15 hours per week

Compensation: \$25/hour

Location: Princeton, New Jersey (with some remote work possible)

The [Robert Schalkenbach Foundation](#) is seeking a librarian to create a digital library of a small collection of scholarly books and articles. The position will be responsible for performing all phases of the creation of the digital library including:

- Receive and inventory the collection
- Perform copyright assessment/secure publication rights
- Prepare collection for scanning
- Conduct quality control
- Prepare metadata/catalog the collection
- Collaborate with IT department to create web and/or online catalog interface
- Create preservation strategy
- Draft reports and project proposals
- Recommend and vet equipment and/or vendors

Qualifications:

- Master's Degree student from an ALA-accredited library program with at least one year of coursework completed
- Practical experience with digital asset creation and management including digital technologies, content standards, metadata schema, and controlled vocabularies
- Knowledge or experience with intellectual property rights and cataloging (coursework acceptable)
- Strong organizational and project management skills
- Proficiency with standard office software and library online tools
- Ability to work independently but also collaboratively with foundation librarian

Interested candidates should send a cover letter and resume to [archivist@schalkenbach.org](mailto:archivist@schalkenbach.org) with the subject line: "Digital Librarian Position Application" no later than May 23, 2022.