

Document Scanning Operator

Who We Are

The Canadian Research Knowledge Network (CRKN) is a partnership of Canadian universities, dedicated to expanding digital content for the academic research and teaching enterprise in Canada.

Through the coordinated leadership of librarians, researchers, administrators and other stakeholders in the research community, CRKN undertakes large-scale content acquisition and licensing initiatives in order to build knowledge infrastructure and research and teaching capacity in Canada's universities.

On April 1st, 2018 CRKN merged with Canadiana.org which has allowed our teams to cohesively pursue a united and coordinated strategy to leverage Canadian heritage and scholarly content. As a merged organization, CRKN will continue its core licensing activities for scholarly journal content, while expanding support for the digitization, access and preservation of Canadian heritage content through the services of Canadiana.

This position will help us expand on the exciting opportunities this merger provides.

The Role

Under the supervision of the Digitization Services Lead, the **Document Scanning Operator** scans documents, processes scanned images, performs quality control analysis, creates metadata, and uploads digital objects.

The Document Scanner Operator will follow best practices for digitization of hard-copy materials; save and upload digital objects; create and edit control records according to the existing policies and practices; as well as compile data and report on progress. She/he must be flexible, be able to work as part of a team, be comfortable with the online environment, and manage repetitive tasks with thorough attention to detail. Training on use of equipment will be provided. This position is especially suitable for students of a library technician or a technical photography program.

Duties and Responsibilities

- Handling of archival and library materials
- Digitization of a wide range of materials (print, microfiche, microfilm, slides)
- Metadata creation
- File storage and management of digital objects
- Assisting with the ingestion of digital images and their metadata into the repository
- Completion of daily progress reports

Qualifications:

- Diploma or certificate in library and information studies, photography or image processing, or other related fields
- Minimum two (2) years of related experience
- Eligible for Reliability Status from PWGSC
- Knowledge of digital imaging and scanning standards, formats and practices
- Experience with digital imaging software, especially: Nextscan, Adobe Photoshop, Irfanview
- Experience with a digital preservation or packaging system (for example Archivematica)
- Familiarity with metadata creation
- Able to work independently, under supervision as well as part of a team
- Able to handle repetitive tasks while paying attention to detail
- Interest in history and heritage

Benefits

CRKN offers a generous benefits package including vacation, health and dental benefits and pension match.

To Apply

Please send a letter of application and resume via email to:

Canadian Research Knowledge Network
Attention: Beth Stover, Digitization and Collections Manager
Email: hr@crkn-rcdr.ca

(Please reference **Document Scanning Operator** in the e-mail subject)

We thank all applicants for their interest in CRKN, however only those candidates selected for an interview will be contacted.

If you require accommodation during the recruitment process, please include in your cover letter when applying for the position and all efforts to provide the appropriate accommodation will be put into place.

CRKN is an equal opportunity employer, with policies and practices intended to build an inclusive and accessible work environment.