

Job Description



1. Job Details:

Job Title:	Digitization Support Officer	Reports to:	Head of Digitization
-------------------	------------------------------	--------------------	----------------------

2. Job Purpose:

To coordinate digitization of the library's print and non-digital media to expand the collection, enhance access, and deliver digital content in accordance with the agreed strategy.

3. Job Dimensions: Key facts and figures which give an indication of the scope and scale of the job.

Annual Operating Budget/Project Budget/Sales Revenue:				
Number of Staff Supervised:	4-10	Direct Reports:	0	Contractor/Others:

4. Key Result Areas:

KEY RESULT AREAS

- Supervise day-to-day Digitization Center (DC) technicians to ensure efficient production
- Assist the Head of Digitization in development of the DC business plan
- Coordinate with local museums, galleries, institutions, and other Heritage organizations on digitization projects
- Create digital images by scanning manuscripts, maps, and other heritage objects
- Ensure digital image quality. Conduct quality reviews of the process and products
- Maintain and update administrative records and any digitization-related documents
- Handle original negatives and other archival material to standards set out in project guidance and training in order to minimize risk of damage
- Develop Arabic Optical Character Recognition (OCR) fonts using Sakhr software
- Keep abreast of developments, trends and issues in areas of responsibility
- Other tasks as assigned

5. Operating Environment, Framework & Boundaries:

Must adhere to all applicable QF and Library Policies & Procedures and must ensure all policies and procedures comply with global standards and best practices. Must ensure that all library technology activities within the Qatar National Library conform to relevant legislation, such as data protection, copyrighting, etc. Work is in a multicultural office and library environment, both on-site at the Library and off-site within Qatar. Must comply with QF health, safety, security, and environment policies, procedures, legal regulations and objectives applicable to areas of responsibility to ensure that work is performed in a safe, healthy and environmentally-sound manner. Work hours, days and locations will vary according to QNL requirements.

6. Communications and Working Relationships:

- Head of Digitization – frequent contact for determining priorities, receiving assignments, reporting on progress, and for review of work
- External vendors – contact as needed regarding issues on scanners, cameras, and printers, and license agreements, product testing, access management, troubleshooting, and maintenance
- External Stakeholders – collaboration as assigned for local digitization initiatives, e.g., Ministry of Culture, etc.
- Other QNL departments / QF – collaboration as assigned, e.g., on development of digital collections, metadata, conservation, preservation, education, online library resources and records management

7. Problem Solving & Complexity:

Digitization Support Officer

Must be able to clearly identify issues and use sound judgment in applying expertise and experience to resolve a range of problems, from moderately complex to very complex, for challenges encountered in the digitization process. Research and analysis is frequently required in order to extract a summary / description of work being digitized.

8. Decision-Making Authority & Responsibility:

Operates within general instructions and well-established instructions / routines and is closely supervised and mentored by the Head of Digitization. Supervises the digitization technicians.

9. Minimum Knowledge, Skills & Experience:

- Bachelor's degree in a relevant field
- 2-4 years of hands-on experience in scanning documents, managing digital images, and using scanning equipment
- Knowledge of and experience in the conservation of delicate materials, e.g. manuscripts, films, and slides would be an advantage
- Experience digitizing 2-D and audio-visual materials using special scanners, e.g., Zeutschel scanners
- Experience digitizing 3-Dimensional materials would be a plus
- Experience using a Phase One camera / other special scanners for digitization
- Extensive experience in photography and / or photo imaging would be an advantage
- Current knowledge of online library technologies
- Current knowledge of copyrighting and licensing in relation to digitization
- Proficiency in MS Office applications and superior proficiency in digitization software, including color management. Ability to identify and perform the level of post-processing work required (e.g., PhotoShop adjustments)
- Excellent proficiency in reading and writing in both Arabic and English
- Highly organized, methodical and accurate; able to execute repetitive tasks with thorough attention to detail