

School of
Information Sciences

Department of Information Culture and Data Stewardship

**MLIS Experiential Learning
PITT PARTNERS PROGRAM POSITION DESCRIPTION**

Host Site: Carnegie Library of Pittsburgh – Main – Digitization and Special Projects (4400 Forbes Ave, Pittsburgh, PA 15213)		
Site Supervisor: Brooke Sansosti	Email/Telephone: sansostib@carnegielibrary.org	
Position Category:	<input type="checkbox"/> Academic	<input type="checkbox"/> Archive
	<input checked="" type="checkbox"/> Public	<input type="checkbox"/> School
		<input checked="" type="checkbox"/> <u>Digitization</u>
Time Commitment per week: <input checked="" type="checkbox"/> 10 hours <input type="checkbox"/> 15 hours		
Compensation:	\$ <input type="checkbox"/> Hourly wage	\$ <input type="checkbox"/> Stipend/term <input checked="" type="checkbox"/> None
Public Transportation Accessible:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Position Overview (1-3 sentences)

A placement in the Digital Strategy department will prepare students for a career in the fields of digital libraries, cultural heritage, archives, and data stewardship. This role will provide working experience in a professionally library environment and knowledge of the role digital libraries play in the public library community.

Essential Job Functions

The student will be exposed to different aspects of digital libraries including:

- Organizational workflows and project management
- Quality control for digital file and metadata records
- Digitization procedures and best practices
- Image provenance research
- High level cataloguing using professional standards

Requirements

Expertise with electronic resources and Microsoft Office, commitment to exemplary customer service, excellent interpersonal and collaboration skills, and a strong commitment to teamwork.

Candidates will be required to have or obtain current clearances for working with children as required by the state of Pennsylvania and/or by Carnegie Library of Pittsburgh Human Resources.

Other Skills/Abilities