

Position Announcement: Scanner Operator

Linda Hall Library, the nation's largest independent research library devoted to the support of research and scholarship in the fields of science, engineering, and technology, is taking applications for a part-time Scanner Operator (M-F 12:00 pm – 4:00 pm or 1:00 pm – 5:00 pm). Scholars, students, researchers, academic institutions, and businesses across the nation and around the world use the Library's collections to explore and increase knowledge.

Reporting to the Digital Initiatives Manager, the Scanner Operator is responsible for the handling and scanning of Library materials on a variety of equipment.

Responsibilities:

- Operate a variety of scanning equipment in an efficient and responsible manner.
- Appropriate handling fragile library materials from time to time.
- Read and understand information on a library request form.
- Maintain a working knowledge of departmental procedures.
- Other duties as required.

Qualifications:

- High School diploma or degree equivalent.
- Basic PC skills, including knowledge of Adobe Acrobat and Microsoft Office.
- Ability to handle and manipulate library materials showing responsibility and care.
- Familiarity with basic library terms
- Ability to change tasks quickly and efficiently and read and comprehend written information.
- Experience packaging and shipping fragile materials.
- Flexibility and the ability to function effectively in a team environment.
- Capacity to embrace change in a dynamic and evolving organization.
- Facility for cross-departmental communication and cooperation.

Working Conditions:

This position operates in a normal library environment. Requires lifting, handling, gripping, carrying, manipulating and examining books and bound volumes ranging in weight from 3 to 40 pounds; repetitive overhead reaching to return or remove volumes from shelves; pushing/maneuvering book trucks and use of a step stool. This position requires movement between floors and departments within the library, and standing or sitting for extended periods.

Review of applications will begin immediately and continue until the position is filled. To apply, please submit an application (available at <http://www.lindahall.org/employment>), cover letter, resume, and references to personnel@lindahall.org.

Linda Hall Library is an "Equal Opportunity Employer M/F/D/V."