

# ARKANSAS HISTORY COMMISSION

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The Arkansas History Commission (AHC) has received a grant from the Arkansas Natural and Cultural Resources Council for a *Stage One Digitization (SOD)* Project. The project is designed to:

- evaluate digital technology and how it has been used by others possibly including, but not limited to, the Denver Public Library Photo Collection, the Library of Congress, the Research Libraries Group, the Getty Institute, the Minnesota Historical Society's catalog of photographic images and the UC Berkeley Digital Library SunSITE.
- create a comprehensive plan for the digitization of AHC primary source materials.
- conduct a test digitization of selected AHC photo collections consisting of approximately 13,000 images.

## ***Stage One Digitization (SOD) Grant Project Photograph Cataloging Assistant***

### **Job Description**

As a part of the AHC SOD grant project, a Photograph Cataloging Assistant (PCA) will be hired to assist in upgrading current project related AHC photograph finding aids to MARC catalog records. The duties of the PCA will include:

- Attending a four (4) day OCLC MARC training class on February 29 - March 3, 2000 that consists of:

February 29	WorldCat Searching and Authority File Fundamentals
March 1	OCLC-MARC Format for Books
March 2	Cataloging Fundamentals and CatME
March 3	Cataloging Internet Resources: MARC and Dublin Core
- Providing original MARC cataloging for project photographs at a level of up to 23 per day after significant training and experience.
- Performing research as needed in an attempt to locate missing information in order to bring MARC records to as high a level as possible.
- Other SOD related duties as assigned.

### **Knowledge, Abilities and Skills**

At a minimum, the successful PCA candidate should possess:

- A college degree in history, journalism, library science or related area of study.
- A basic knowledge and appreciation of Arkansas history.
- Basic computer, research and organization skills.
- A basic knowledge of photographic materials.
- An ability to write clear, concise descriptions of photographs.
- An ability to work well with and under the supervision of the Photo Archivist and other SOD team members.

### **Compensation and Benefits**

This full time grant position has a short term of employment of from six (6) months to one (1) year. The salary is \$13.00 per hour. While there are no earned benefits (i.e., holiday, annual, sick, court or jury leave; health insurance and retirement), the PCA will obtain:

- ***Training and experience in highly specialized original MARC cataloging for photographs in a cutting edge digitization project.***