

SHARIAsource Digitization Assistant for Library Digitization

SHARIAsource is seeking to hire an assistant in helping to convert some of the Islamic law collection in the HLS Library to digitized books, working with the collections / digital tools at the Internet Archive at the Boston Public Library and the Harvard Law School Library. The Digitization Project Assistant will assist the Librarian with various aspects of the SHARIAsource Digitization Project, <https://beta.shariasource.com/>. The position is for approx 20 hours per week (or less), and requires a willingness to commute between Libraries, work effectively, and manage projects and time; it may also involve the ability to lift and carry books up to 25 pounds, push loaded book trucks up to 150 pounds; accurately and efficiently sort and shelve materials in alphanumeric order (preferable familiarity with Library of Congress classification system); work independently with limited direct supervision; basic technical knowledge of HTML and web publishing; excellent writing skills in English; attention to detail. Fluency with Arabic and/or Persian. To apply, please send a cv and cover to Aslihan Bulut, abulut@law.harvard.edu