

**Independent Contractor: Development Support**  
**August 2025**  
**PALNI**



**Overview:**

The Private Academic Library Network of Indiana (PALNI) is seeking an independent contractor to develop software for specified project needs, provide application maintenance, standardize the codebase, perform software upgrades, and create technical documentation.

**Services to be Supplied:**

- Configure and maintain ArchivesSpace software for PALNI institutions
- Perform requested development for Open Systems Initiative-related activities, such as Koha API software development, integrations, and related open systems API software development
- Provide technical support for Pressbooks, OJS, and Omeka instances, including add-ons/plugins, configuration changes, and troubleshooting of technical issues
- Create technical and 'hand-off ready' documentation as requested
- Provide requested project updates as requested
- Conduct approved application maintenance, including: review and standardization of codebase for existing applications, implementation tasks, and software updates
- Additional services may be negotiated between PALNI and the Independent Contractor
- To provide these services, the Developer support consultant will:
  - Conduct necessary consultative meetings with approved supported institutions to implement, maintain, assess, and enhance services

**Skills & Qualifications:**

- Familiarity with hosting environments Dreamhost, Digital Ocean, AWS
- Ability to install, maintain, and configure Archivespace
- Familiarity with Koha, OJS, Pressbooks, and Omeka
- Demonstrated ability to develop with APIs
- Ability to manage hosted software and platforms
- Some experience with coding languages
- Ability to write technical documentation

**References:** Please include one or more references who can attest to your ability to perform these requested services.

**Work Arrangement:** The Independent Contractor operates remotely, providing their own computer equipment, software, and internet access. The Independent Contractor is expected to meet with the PALNI Associate Director on a regular basis, but not less than monthly, to provide requested project updates. The Independent Contractor is not an employee of PALNI.

**Compensation and Contract Term:** Independent Contractor shall invoice PALNI on a monthly basis for Services performed. Fees are paid monthly, with the Independent Contractor providing services for agreed-upon hours during the term of the Independent Contractor Agreement. The term of this contract will be two years. The total annual budget for this project is \$10,000.

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**Expressions of Interest:** All interested and qualified individuals are invited to submit a cover letter, resume or portfolio, proposal, and three professional references to [exec@palni.edu](mailto:exec@palni.edu). Proposals should include a comprehensive budget, specifying the total bid amount as well as a breakdown of costs by deliverable, hourly rate, or milestone. Competitive pricing will be a key factor in our evaluation. **We will begin reviewing proposals on September 15, 2025.**

**About PALNI:** The [Private Academic Library Network of Indiana \(PALNI\)](#) is a 501(c)(3) owned by 24 private academic institutions. This library-to-library collaboration strives to provide high-quality support for student learning and effective teaching aligned with our institutional missions. Through the “Power of PALNI,” each school benefits from reduced duplication of efforts and achieves greater quality, value, and support.

PALNI does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation.