

Ball State University
Professional Position Description

Position #: 013147

Department: University Libraries

Dept Code: 12300

Position Title: Architecture Librarian

Reports To: Assistant Dean for Public Services

Contract Type: Professional--Cont Contract (11)

Revision Dates: 11/06

Exempt1: Learned Professional

Exempt2:

Direct Reports: Architecture Library Coordinator, Visual Resources Curator

Position Function:

Oversee, promote, and assess the services and operations of the Architecture Library, a branch library that supports the information needs of students and faculty of the College of Architecture and Planning.

Duties/Responsibilities:

1. Provide, promote, measure, and assess the delivery of high-quality programs, services, and collections that support the teaching, learning, and research needs of Architecture students and faculty.
2. Provide strategic and effective management of collections, policies, budget, and personnel in a customer-oriented technologically sophisticated environment. Provide subject-specific information services in the Architecture Library and general research assistance at Bracken Library's reference desk.
3. Provide outreach and user education to students and faculty on subject-specific programs, services, and collections. Promote use of the Architecture Library through Web pages, exhibits, lectures, tours, course-related library instruction, and print/electronic guides/pathfinder publications.
4. Serve as a liaison to the College of Architecture's faculty and students to build and develop programs, services, and collections. Promote the digitization of resources and the utilization of Web-based electronic resources.
5. Keep abreast of professional literature, activities of professional organizations and scholarly developments in architecture librarianship.
6. Perform other related duties as assigned.

Minimum Qualifications:

Education: MLS/MLIS/MIS degree from an ALA accredited program at time of appointment.

Experience: One to three years experience in architecture or art library or slide/visual resources collection, and/or subject knowledge in architecture, landscape architecture, urban planning, historic preservation, or art/art history; working knowledge of basic Microsoft office applications.

Other: Effective oral and written communication skills; ability to work some evenings and/or weekends.

Additional Preferred Qualifications:

Education: Additional advanced degree (architecture, landscape architecture, urban planning, historic preservation, or art/art history preferred).

Experience: Supervisory experience; reference experience; library instruction or other teaching experience.

Other: