

Ball State University
Position Description

Department: University Libraries

Dept Code: 12300

PC#: 403042

Salary Grade: 12 E

Position Title: Visual Resources Curator

Reports To: Architecture Librarian

Revision Dates: 1/2000; 11/2000; 4/2006

Human Resources Representative: Rhonda Thomas

This description is intended to indicate the kinds of duties and level of difficulty required at this salary grade; it is not intended to limit the right of any supervisor to assign, direct and control the work of an employee under his/her supervision.

Positions Supervised: Students.

Position Function:

Manage the operation of the university's Slide Collection for Architecture, Landscape Architecture, and Urban Planning, a part of the Architecture Library, containing over 110,000 slides.

Duties/Responsibilities:

1. Perform Curator administrative duties; includes planning for equipment and space and serving as liaison with CAP faculty and staff; developing and implementing circulation policies and procedures; monitoring budget allocations for acquisitions, supplies and equipment and student wages.
2. Hire, train, and supervise students who perform daily tasks, including circulation of materials, refiling slides, answering general questions, typing, cleaning slides, and doing research in the Architecture Library.
3. Provide subject specific reference service and general resource information related to images and image presentations; assist users in locating specific images in collection.
4. Perform duties related to public service aspects of image cataloging; includes providing catalogers with key information about new and uncataloged images, monitoring finished cataloging to maintain headings and image information essential for browseable collection, initiating clean-up procedures for problem headings and information, and overseeing revision of slide labels due to headings changed by Cataloging Department's Authority Control Maintenance.
5. Oversee the slide and image collections; includes recommend new acquisitions, evaluate holdings for deselection, collection maintenance, and select copywork for collection based on user requests and proper interpretation of copyright fair use law.
6. Provide assistance and supervision for the Architecture Library as needed.
7. Perform other related duties as assigned.
8. Maintain regular and predictable attendance.

All of the above essential functions require varying degrees of independence, judgment, and discretion and the ability to be mobile within the office and/or work area. Requires the ability to efficiently operate a computer keyboard and programs.

Minimum Qualifications:

Education: Bachelor's degree or equivalent.

Experience: One through three years of related experience; working knowledge of basic Microsoft applications.

Additional Preferred Qualifications:

Education: Bachelor's degree in library science, art, architecture history, or related field.

Experience: Experience in library and/or work related to art and architecture history; supervisory experience and knowledge of photographic techniques.