

*Ball State University*  
***Position Description***

**Department:** University Libraries  
**Dept Code:** 12300

**PC#:** 500150  
**Salary Grade:** 11 N

**Position Title:** Map Collections Assistant

**Reports To:** Assistant Dean for Digital Initiatives and Special Collections

**Revision Dates:** 8/2004; 1/2006; 6/2007; 4/2008

Human Resources Representative: Rhonda Thomas

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*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 daily operations of the Map Collection area; oversee reference and circulation services.

**Duties/Responsibilities:**

1. Interview, hire, train, and supervise students; plan, assign, and coordinate work and special projects; schedule work hours, etc.
2. Provide in-depth cartographic and geographic reference service to library patrons; interpret patron needs, supply information on producers and availability of maps, atlases, and other cartographic materials; give instructions on use as needed.
3. Responsible for security and for maintaining Collection services; provide instructional sessions on use of Map Collection and present brief explanation about types of cartographic materials available and their use.
4. Monitor the maintenance, care, and preservation of materials in the Collection, including arranging, filing, or storing of materials; rearrange map plan files, drawers, and folders to provide optimum accessibility; weed out outdated or duplicate items.
5. Direct physical and technical processing functions inside Map Collection; classify uncataloged maps according to Library of Congress classification rules; search for map cataloging records in appropriate database; create original classification when necessary.
6. Manage circulation service for Map Collection materials; oversee processing of replacement charges for lost materials; hear and recommend approval or denial of appeals; interpret circulation policy and fine and replacement cost policy to users.
7. Gather statistical data, maintain records, and prepare reports as required; compose or edit and type correspondence, forms, reports, and map/book orders, order supplies.
8. Participate in establishing goals, objectives, policies, and programs for the Map Collection; promote and publicize the Map Collection through creation of web pages and other online resources; create displays of cartographic materials by researching, collecting, preparing, and arranging necessary material; write accompanying text.
9. Perform other related duties as assigned.
10. 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 Office applications.

**Additional Preferred Qualifications:**

**Education:** Bachelor's degree in history, geography, or related field.

**Experience:** One through three years of library experience.