

Ball State University
Position Description

Department: University Libraries

PC#: 503086

Dept Code: 12300

Salary Grade: 8 N

Position Title: Physical Processing Assistant

Reports To: Digitizing and Physical Processing Supervisor

Revision Dates: 11/2000; 12/2002; 2/2004; 6/2007

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:

Perform physical processing and repair of library materials in all formats; maintain the integrity of the collections through repair of worn and damaged materials, alleviating the purchase of replacement materials; assist with digitization processes.

Duties/Responsibilities:

1. Perform physical processing of non-print materials in all formats, including audio compact discs, computer discs, audiocassettes, slides, VHS and DVD videos, posters, and maps.
2. Inspect library materials to verify that work has been done properly and accurately and that special instructions have been followed; consult with Digitizing and Physical Processing Supervisor on problem items; distribute materials to appropriate locations.
3. Perform physical processing for print materials of all types, including the production of labels, easy covering, and pamphlet binding.
4. Scan documents using graphic and OCR software; review and revise documents scanned with OCR software to correct improper character recognition; assist with other digitization activities as needed.
5. Design and construct containers for three-dimensional non-print items; measure and construct phase boxes for rare and special print materials; repair library materials, including print and non-print.
6. Supervise personnel and maintain essential operations in the absence of the Digitizing and Physical Processing Supervisor; provide information about the status of materials in Physical Processing and/or locate materials as requested.
7. Compile and maintain accurate statistics on unit materials and special projects.
8. Perform other duties as assigned.
9. 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: Up to eighteen months of specialized computer training beyond high school or equivalent.

Experience: Over one through three years of experience involving computer related duties, keyboarding, or other general office functions; working knowledge of basic Microsoft Office applications.

Additional Preferred Qualifications:

Education: Associate's degree.

Experience: Additional related library experience.