

Ball State University
Position Description

Department: University Libraries

PC#: 503091

Dept Code: 12300

Salary Grade: 9 N

Position Title: Periodical/Reserve/Microforms Coordinator

Reports To: Periodical/Reserve/Microforms Collection Supervisor

Revision Dates: 11/2000; 3/2005; 5/2005; 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:

Provide service to library users; coordinate and perform duties related to operations within Periodical/Reserve/Microforms; supervise students.

Duties/Responsibilities:

1. Provide service and instruction to users in Periodical/Reserve/Microforms, including assistance with internet stations, interpreting library policies and procedures, the use of specialized microform equipment, and access to electronic and print resources; assist with the scheduling of group conference rooms; dispense the microforms key to authorized personnel.
2. Prepare, place, and maintain materials on reserve for Ball State University faculty requests using a variety of computer software applications to scan, edit, link, and publish materials on the university's server to make them available for users; communicate with faculty regarding status of reserve materials, and problems with reserve materials; insure requests meet copyright guidelines.
3. Perform duties of interlibrary loan staff as needed; search databases for bibliographic records, order materials requested by BSU faculty, staff, and students; process incoming borrowed materials; check in materials returned by lending partners.
4. Maintain statistics for electronic course reserves and area usage; prepare periodic reports.
5. Supervise students, including hire, schedule, train, and recommend personnel actions.
6. Prepare Bracken Library for Saturday operation, service all photocopiers, microform reader/printers and Internet terminals.
7. Provide coverage and supervision for the Main Circulation area in the absence of area personnel.
8. Perform other related 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 related specialized training or education beyond high school or equivalent.

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

Additional Preferred Qualifications:

Education: Specialized training in library service functions.

Experience: Supervisory and library experience.