

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

**Department:** University Libraries

**PC#:** 503117

**Dept Code:** 1-31600

**Salary Grade:** 10 N

**Position Title:** Binding Supervisor

**Reports To:** Head of Acquisitions Services

**Revision Dates:** 11/2000; 12/2002; 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:** Supervise, coordinate and perform activities related to the binding and conservation process; serve as liaison to the public and commercial bindery for routine binding operations.

***Duties/Responsibilities:***

1. Supervise, interview, train, recommend for hire, evaluate and assign work to students assigned to the binding area.
2. Supervise the preparation of books, theses and new periodical titles for binding, including preparation of binding patterns to show exact information to be printed on bound volumes; ensure quality control, resolving problems as needed.
3. Provide information about the status of books and serials (including periodicals) in binding processing or at the bindery; locate materials as requested; act as primary contact with commercial bindery, branch, department, main library staff and the public as appropriate.
4. Supervise the updating, processing and maintenance of loose-leaf materials in the collection; monitor workflow to ensure expedient processing and quality control.
5. Monitor the binding budgets, including the budget for student salaries and commercial bindery; track binding statistics for each shipment; compile data, prepare, submit budget reports on binding; provide expenditure projections as requested; receive, examine and prepare binding invoices for payment through the accounting department, resolving routine problems with the commercial bindery; prepare binding statistics reports and cost analysis for shipment.
6. Supervise spine corrections and relettering activities; consult with Serials Catalogers, Stack Supervisors and Digital and Physical Processing Supervisor as needed.
7. Assist in developing and documenting procedures for binding and conservation of library materials; write reports as needed.
8. Assist with activities and projects of limited duration.
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:** Associate's degree or equivalent.

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

***Additional Preferred Qualifications:***

**Education:** Training in word processing and spreadsheet software.

**Experience:** Experience using EXCEL and Word.