

SLIDE LIBRARIAN *

Function of Job:

Under general supervision of designated administrator, to supervise acquisition, use, and maintenance of a slide classification system; keep slides filed accurately.

Characteristic Duties and Responsibilities:

1. Be responsible for classification and cataloging o slides; maintain and revise, as necessary, slide classification system; keep slides filmed accurately.
2. Supervise expansion of collection, including establishing priorities for production and acquisition of new slides and repair/replacement of older slides.
3. Supervise making of slides from books and other media.
4. Order slides based on classroom needs from commercial and museum sources.
5. Visit, advise, and/or consult with faculty, staff, students, and/or general public about sources and use of slides for teaching purposes.
6. Hire, train, instruct, and supervise support staff and work-study students, as assigned.
7. Research information for sources of reproductions for slide making and to correct errors on mislabeled slides.
8. Supervise use, circulation, and/or rental or slides and maintain appropriate records.
9. Prepare material for newsletters, supplements, and catalogs, as required.
10. Maintain control over budget and order supplies as required.
11. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree in related field or equivalent combination of education and experience.
2. One year of Library experience in cataloging and classification.
3. Knowledge of audio-visual equipment, including projectors and copy cameras.
4. Supervisory ability.

7/24/85

System Approval

7/24/85

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised - Original approved 8/18/77 and 10/26/78.