

Class Code:.....0504
Position #: (PSA).....
Developed by:.....
Reviewed by:.....SG
Approved by:.....LK
Date:.....8/00

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Curator, Media Resource Center
DIVISION: Academic Affairs (University Libraries)
REPORTS TO: Access Services Librarian
GRADE: 10
SUPERVISES: Student Assistants

BASIC FUNCTION:

Responsible for the administration, development, organization, services, and maintenance of the University Library's Media Resource Center multimedia software collections, reference indexes, hardware in multimedia formats: VHS, DVD, LVD, 16mm, CD, CD-Rom and audiotape equipment in the center; and provide services for other academic units at the University.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Perform without direction independent, complex duties essential for support of the University's academic multimedia needs.

Research, select and acquire new multimedia materials. Develop and maintain Media Resource Center's overall collections.

Research, select and acquire appropriate new technology.

Classify, catalogue and accession new multimedia materials and organize within the Media Resource Center's classification system. Assure compliance with cataloging standards of technical services department of the University Library.

Manage the Media Resource Center budget for multimedia collections, supplies, equipment, repairs and other operating expenses. Manage the Media Resource Center payroll for 9-10 students.

Manage and expend budget on behalf of the Film Studies Program and assist other academic departments and CCE in managing media budgets.

Prepare grant proposals to government agencies and private organizations and individuals. Administer grant funds received.

Serve as media resource and reference specialist for University Libraries on all multimedia issues.

Interview, hire and train student Media Resource Center assistants to check out circulating materials, schedule programs for classroom use, place items on reserve, assist patrons in the playback facility, assist patrons in searching the collection. Supervise and check student work.

Curator, Media Resource Center (PSA - 0504)

Page 2 of 2

Develop and implement loan policies and procedures. Instruct borrowers, and monitor the circulation and care of the collection.

Provide for the security and maintenance of media hardware in the Media Resource Center's playback facility.

Act as liaison with University-wide community, including teaching faculty, graduate students, undergraduate students and staff for all multimedia needs.

Prepare departmental reports, including annual reports, budget requests, staffing, etc.

Manage the Media Resource Center's campus video network for classrooms.

OTHER DUTIES AND RESPONSIBILITIES:

Provide multimedia expertise and assistance to academic and co-curricular departments of the University as requested.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computer, printers, word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Bachelor's degree; MLS with specialization in multimedia resources required. Practical experience with multimedia collections preferred; experience in cataloguing; experience in operating sophisticated equipment and maintenance of multimedia software and hardware; ability to train and supervise student assistants; ability to perform independently; knowledge of computers and applications software. This position requires that the incumbent possess the ability to communicate effectively orally and in writing and be able to organize, coordinate and supervise staff. Must be able to interpret institutional policies, plans, objectives, rules and regulations and communicate the interpretation to subordinates and others. Must possess ability to articulate in writing and orally the needs of the Media Resource Center and prepare compelling proposals for funding.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.