

SUBJECT: DIRECTOR OF THE LIBRARY

(Exempt-Administrative, level 3)

The Director of the Library works under general direction of the Provost and manages and supervises departmental functions and responsibilities; assumes responsibility for planning, assigning and reviewing work of subordinates under direction; assumes responsibility for planning and recommending general departmental responsibilities as directed; exercises discretion and independent judgment with authority to make important decisions. The Director of the Library shall:

ADMINISTRATIVE DUTIES:

- ◆ supervise and direct the operation of the library in accordance with sound library practice;
- ◆ requisition new materials for the library with the recommendation of faculty members and approval by the Provost;
- ◆ promote the effective use of the library by:
 - ◆ informing the faculty of available library materials, and
 - ◆ instructing students in the use of the library.
 - ◆ employ qualified library staff, subject to the approval of the Provost;
 - ◆ supervise and evaluate the library staff;
 - ◆ keep records of all library encumbrances and expenditures;
 - ◆ prepare statistical reports of patron use, circulation and library expenditures for various agencies;
 - ◆ maintain office hours; and
 - ◆ perform special assignments as directed by the Provost.

ARCHIVIST DUTIES:

- ◆ catalog published archival materials;
- ◆ maintain vertical file of unpublished archival material;
- ◆ produce and update index of unpublished archival holdings;
- ◆ solicit archival materials from campus offices and from the community;
- ◆ ensure that archival materials are protected and preserved;
- ◆ maintain the security of all materials placed in the archives;
- ◆ assist researchers in the use of archival materials for the college events; and
- ◆ check campus publications for historical accuracy.

SYSTEMS ADMINISTRATOR DUTIES:

- ◆ maintain and upgrade the library online catalog (DYNIX system); and
- ◆ maintain and upgrade library PC's and printers.

COLLECTION DEVELOPMENT DUTIES:

- ◆ use academic resources to select materials for the relevant collections to fulfill the instructional and research needs of the Brewton-Parker community;
- ◆ prepare purchase order requests for all materials;
- ◆ submit orders by means of computer interface; and
- ◆ receive and invoice new materials and prepare them for cataloging.

Contact for Interpretation: Provost

This policy statement supersedes all previous policy statements on this subject.