



Association for Information Science and Technology

JOB DESCRIPTION

Position Title: ASIS&T Curator

BASIC FUNCTION

The ASIS&T Curator is responsible for monitoring the discovery, preservation, and accessibility of resources relating to the history of ASIS&T, both in the Association's possession and elsewhere, and for making recommendations as appropriate. This individual will work closely with ASIS&T staff, committees, chapters, and SIGs, and will assist in developing proposals for grants or other funding. This individual also will work to promote policy, best practices and documentation to preserve records pertaining to the Association and its committees, chapters, and SIGs, in concert with existing knowledge asset management policies and procedures. This is a volunteer position.

DUTIES AND RESPONSIBILITIES

The ASIS&T Curator will:

- Provide assistance to the Executive Director and/or staff by recommending, facilitating, preserving, providing access to and interpreting materials of historical significance.
 - Review and document existing ASIS&T asset repositories;
 - Review non-archived historical assets and recommend assets for archiving;
 - Assess the state of the ASIS&T archive and recommend options for continued archiving of ASIS&T archival materials;
 - Report annually to the membership on the state of ASIS&T's historical materials;
 - Work with the History Committee to develop a written history of ASIS&T;
 - Serve as an ex-officio member of the History Committee; and,
 - Serve as the first point-of-contact for questions relating to ASIS&T history.
-

TERM OF OFFICE

The ASIS&T Curator will be appointed by the Board to serve at a three-year term.

QUALIFICATIONS

- Current ASIS&T membership and familiarity with ASIST through at least three years active membership
 - Knowledge of and/or experience in curation and archives required
 - Familiarity with historical work and Knowledge Management desirable
-

TIME COMMITMENT

Early in the tenure of this position, the ASIS&T Curator will spend several days at ASIS&T headquarters reviewing existing resources and making recommendations for the handling of existing historical assets. Additional time will be required to review and improve existing policies and procedures related to the handling of ASIS&T's resources. Once all policies and procedures are approved and a plan is in place, the Curator should expect to spend 10-12 hours per month to fulfill other responsibilities of the position.

FINANCIAL CONSIDERATIONS

ASIS&T will provide financial support for the Curator to travel to ASIS&T headquarters in Maryland, USA and spend up to five days reviewing the files stored there in the first year and at least one day a year thereafter.