



# THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7700

## RESOLUTION

concerning

### ESTABLISHMENT OF GRANT POSITION

FIELD DIRECTOR/LIBRARIAN II

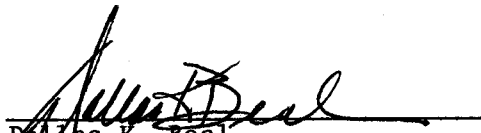
at

CENTRAL CONNECTICUT STATE UNIVERSITY

January 10, 1986

RESOLVED, That the grant position of Field Director/Librarian II at Central Connecticut State University be established effective June 1, 1986, in accordance with all provisions and expectations as set forth in the proposal dated December 19, 1985, which is attached as an addendum to this Resolution.

A Certified True Copy:

  
Dallas K. Beal  
President

CSU-200

**THE CONNECTICUT STATE UNIVERSITY**

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7700



Submitted	<u>12-19-85</u>
	Date
By:	CSU ( )
	CCSU (X) SCSU ( )
	ECSU ( ) WCSU ( )

**POSITION ACTION REQUEST**

POSITION ACTION: **ESTABLISH** ( ) **RECLASSIFY** ( ) **OTHER** ( ) DATE EFFECTIVE 6/1/86 PERM ( ) FT (X) TEMP (X) PT ( )

POSITION TITLE: Librarian II  
 CURRENT (Class Code) PROPOSED (Class Code)

POSITION NUMBER:	CURRENT SALARY	PROPOSED SALARY	18,000	FUND	Federal Grant	BARG UNIT	AAUP from to
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**RESOLUTION**

BR# \_\_\_\_\_

RESOLVED,

That the position of Field Director/Librarian II at Central Connecticut State University be established effective June 1, 1986, in accordance with all provisions and expectations as set forth in the proposal dated December 19, 1985, which is attached as an addendum to this Resolution.

A Certified True Copy \_\_\_\_\_

Dallas K. Beal, President, CSU

\_\_\_\_\_ Date

PERCommittee \_\_\_\_\_  
Date

BOARD OF TRUSTEES \_\_\_\_\_  
Date

**JUSTIFICATION: (Use Reverse Side If Additional Space Is Needed)**

This position is to provide the service of a Field Director/Librarian II as required under a grant from the National Archives for a Polish History project. The Position will last only as long as the grant. See attached.

**RECEIVED**  
**DEC 19 1985**  
 THE CONNECTICUT  
 STATE UNIVERSITY

Approx. Cost \_\_\_\_\_

*Dallas K. Beal*  
 Signed (University)

12/17/85  
 Date

2. Field Director - A full-time "Field Director" will be hired to implement all phases of acquisition and processing of the collection. The Field Director will devote about half of his/her time to processing, arranging and describing materials and half to surveying, collecting and transporting new materials for the collection. The Field Director will also be responsible for preparing a "handbook" which clearly documents the collection and processing procedures for the CPAAMC, and for training and ensuring the staff responsible for the collection are able to

follow and to execute these procedures at the end of the project.

Specific duties of the Field Director will include:

- . Processing of materials previously collected under the Polish Studies Program.
- . Preparation of necessary forms and information sheets.
- . On-site visits to survey, evaluate, and transport new acquisitions.
- . Development of finding aids and preparation of collection "handbook".
- . Training of Rare Book Room staff.
- . Promotion of collection before community groups and institutions.
- . Compilation of lists of potential contacts and donors.
- . Assisting in preparation of final project report.

Qualifications: The position of Field Director requires a bachelor's degree, three years of relevant archival experience, and a strong reading and speaking knowledge of Polish. An MLS or an M.A. in History as well as familiarity with Polish and Polish American history, American immigration, and with the Polish ethnic community is highly desirable.