

MICROFILM EQUIPMENT OPERATOR

NATURE OF WORK

This is skilled work in the operation of microfilm and related equipment in the production of microfilm records.

Work involves the operation of microfilm equipment to produce copies of historical documents and related materials. Work also includes making arrangements for the pickup and return of documents provided for microfilming and the maintenance of related clerical records. The employee of this class exercises independent judgement in determining the appropriate quality of material to film and in the selection of processed film for file purposes. General and specific work assignments are received from an administrative supervisor and work is reviewed through discussion and observation of results obtained.

ILLUSTRATIVE EXAMPLES OF WORK

Operates 35 mm microfilming machine and related equipment in producing microfilm copies of historical papers, books, records and related materials.

Reviews material to determine best copy; repairs material for filming when necessary; prepares title plaques; inserts notices of missing pages or series in shooting sequence.

Inserts or mounts material on microfilm equipment; loads camera; makes necessary adjustments to exposure, focus and field; exposes film to material; removes film from holder and arranges for delivery of film for processing.

Views and checks processed film on microfilm reader for errors and possible improvements; splices unacceptable frames and takes replacement pictures.

Maintains clerical records of film processed; packages and stores negative and positive film in appropriate location.

Ensures that an adequate supply of microfilm is maintained; records film in appropriate location.

Performs minor maintenance on equipment including cleaning and oiling of parts and replacement of bulbs; contacts service representative for major repair service.

Contacts donors of materials to arrange receipt and return of materials; may be required to make initial contact with donating organization.

Perform related work as required.

REQUIREMENTS OF WORK

Experience in microfilming work; graduation from high school; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Knowledge of the materials and methods used in the operation and care of microfilm cameras, enlargers and related equipment.

Knowledge of the proper care and handling of rare and fragile materials.

Knowledge of microfilm filing systems and the proper care and storage of microfilm.

Ability to set-up and microfilm a variety of documents rapidly and accurately with main emphasis on historical newspapers.

Ability to retain the order and security of materials being microfilmed.

Ability to use independent judgement in making decisions and to perform work independently.

Ability to prepare and maintain a microfilm filing system so that any information on microfilm may be obtained at any time.

Ability to maintain clerical records.

Ability to establish and maintain effective working relationships with superiors and other staff and to deal courteously and tactfully with persons providing materials and requiring microfilm services.

Skill in the operation of microfilming equipment.

2025

1984.08.20

Under Review: 2004 01 05