

McCord National Museum

MEMORANDUM ON DUTIES OF ASSISTANT CURATOR

1. With regard to all Museum matters except accessions, the duties, salary, and hours of the Assistant Curator will be determined by the Administrative Sub-Committee.

2. The duties of the Assistant Curator shall be as follows:

I UNDER ACCESSIONS SUB-COMMITTEE

3. Before each meeting of the Committee she shall provide a list of the material to be brought to the attention of the Committee; and after each meeting she shall have typed for the minutes a list of this material, with the action of the Committee indicated.
4. She shall act as Secretary to this Committee.
5. She shall be responsible for the proper accessioning of all material donated to or bought by the Museum after approval by the Committee.
6. She shall obtain the best available information regarding the character, source, and authenticity of material offered to the Committee for acceptance or purchase.
7. After meetings of the Committee she shall
 - (a) Promptly acknowledge all gifts on the regular acknowledgement form and have this form signed by the Secretary of the Board of Governors and the Secretary of the Museum Committee.
 - (b) Return promptly all rejected material with a note.
 - (c) Obtain, or make out, a bill for material of which the Museum Committee has approved the purchase, and shall have this certified correct by the Secretary of the Museum Committee, and see that it is forwarded to the Bursar's Office for payment.
8. She shall arrange accessioned material for exhibit in cases or place it in suitable storage.
9. She shall keep a shelf-list or appropriate index showing the distribution of the material in the different rooms and cases.