POSITION VACANCY ANNOUNCEMENT

POSITION: Conservation Projects Specialist – Library Associate 1

DEPARTMENT: Conservation and Preservation

REPORTS TO: Conservator

SALARY: $35,115; annual salary; Actual rate will reflect experience and credentials

REQUISITION #: 510569

DEADLINE DATE: April 25, 2019 - review of applications will begin as received

ATTENTION: Please be aware this position is not located on the main campus. The job location for this position is at: 4040 NE 49th Avenue (RTS – Job Corps Route 24).

JOB SUMMARY
The Conservation Projects Specialist (Library Associate 1) is responsible for inspecting and performing a wide variety of treatments on materials digitized by Smathers Libraries’ Digital Support Services (DSS). Work will be performed on all collection materials and formats, including paper, cloth and leather bindings, maps and flat paper, manuscripts and photographs, according to established best practices and procedure to facilitate preservation and digitization. The Projects Specialist receives and inspects materials as part of the established digitization workflows and works closely with DSS staff and the Conservator to plan and perform treatments on collections in preparation for digitization. Projects may include condition assessments, documentation, scanning preparation, housing, repair, conservation, binding and disbinding. The Conservation Projects Specialist works with scanning staff on handling and use, the ultimate goal being mitigation of damage to materials in the scanning process. This position also performs post-digitization review, documentation of damage, repair, and tracking of all materials to ensure they are returned to the appropriate holding location, and works with selectors and project managers in long term housing and storage options.

As time permits, the Conservation Projects Specialist will also have the opportunity to work with the Conservation staff to perform a wide range of treatments to both circulating and non-circulating collections. Treatments may include, among others, binding and rebinding, commercial binding prep, repair of books and paper, encapsulation and boxing.

RESPONSIBILITIES
Perform preventive, minimal conservation interventions to support the digitization of items. This may include cleaning, disbinding, humidification and flattening, mending, repair or preparation of the materials to facilitate scanning and mitigate possible damage. The Conservation Projects Specialist will become proficient in the use of the various specialized equipment in the conservation lab including: the ultrasonic...
encapsulator, humidity dome and suction table, steam pencil and BIDIs (blast freezer & insect exterminator).

Receives, inspects, documents, and establishes a use and treatment plan for all materials going through the scanning process. Identifies issues that may impact the physical stability and digital capture of materials.

Responsible for tracking, and routing of digital project materials from entry into department until exit, including security while material is in the unit. Decides on, and performs treatment, in house or commercial, for materials received and processes or routes materials to appropriate staff. For large projects or grant funded projects, the Conservation Associate may supervise and assign tasks to student and/or project staff.

Under the tutelage and guidance of the senior conservator, assists with complex and advanced special collections conservation, housing constructions, supports work on grants and special projects, exhibits, collection surveys, treatment reports and environmental data monitoring and collection.

Other conservation duties may include commercial binding prep, construction of new bindings, replacement of spines, rebacking, resewing of text blocks, addition of new end sheets and tip-ins, tissue mends, mold remediation, freeze drying and insect extermination using blast freezing, and encapsulation.

**Other Duties**
Performs other duties as assigned, including maintaining statistics, serving on selected committees, interacting with the public, and assisting in disaster response and recovery. Attends workshops and training as needed to build and maintain skills and competencies.

**QUALIFICATIONS**

**Required:**
Bachelor’s degree and two years of related library experience; or a Master’s degree and one year of related library experience; or any equivalent combination of experience, training and/or education.

**Preferred:**
- Familiarity with scanning and digital practices, processes and equipment
- Formal education in bookbinding or book conservation
- Knowledge of basic and intermediate book binding methods, book structures, and conservation treatment techniques
- Ability and desire to learn book and paper conservation techniques through training from both internal and external sources
- Knowledge of conservation ethics, practices, and techniques employed with archival and library materials
- Knowledge and experience with a variety of paper-based materials and conservation supplies
- Knowledge of and ability to use bookbinding and conservation tools, equipment and supplies effectively, both manual and power equipment
- Knowledge of or ability to learn library systems (ALEPH and Trello) to facilitate tracking and decision-making
- Knowledge of and experience with Microsoft Office Suite, including Word, Excel, and Outlook
- Ability to plan, organize, and coordinate multiple work flows
- Ability to plan and carry out physical condition inspections and treatments
- Familiarity with organic and paper chemistry
- Flexibility, and ability to adapt and work in a rapidly changing academic environment
- Strong verbal and written communication skills
- Ability to work both collaboratively and independently to accomplish goals
• Commitment to contributing to a respectful and caring community for all, including individuals of diverse backgrounds, experiences, races, ethnicities, gender identities, sexual orientation, and perspectives

THE UNIVERSITY OF FLORIDA
The University of Florida (UF) is a major, public, comprehensive, land-grant, research university. The state's oldest and most comprehensive university, UF is among the nation's most academically diverse public universities and won the 2018 Senator Paul Simon Award for Comprehensive Internationalization. UF was ranked 9th among public universities in Forbes’ “America’s Best Employers 2015” and 9th among “Top Public Schools” in U.S. News and World in 2017. UF has a long history of established programs in international education, research and service. In 2013 the Florida Legislature designated UF as the state’s preeminent institution which grew into an opportunity to achieve national and international recognition for the University’s work in serving students and the world. It is one of only 17 public, land-grant universities that belong to the Association of American Universities. UF traces its beginnings to a small seminary in 1853 and is now one of the largest universities in the nation, with more than 50,000 students. For more information, please consult the UF homepage at http://www.ufl.edu

UNIVERSITY OF FLORIDA LIBRARIES
The libraries of the University of Florida form the largest information resource system in the state of Florida. The UF Libraries consist of seven libraries on the Gainesville campus and three off-campus facilities; six of the campus libraries, and all of the off-site facilities, are in the system known as the George A. Smathers Libraries at the University of Florida. The remaining library is the Lawton Chiles Legal Information Center. Collectively, the UF Libraries (the Smathers Libraries and the Legal Information Center) hold or provide access to over 6 million print volumes, 8.1 million microfilms, 1.5 million e-books, over 145,000 full-text electronic journals, 827 electronic databases, 1.3 million documents and 1.4 million maps and images.

The UF Libraries have built a number of nationally significant research collections, including the Latin American, Judaica, Florida History, Children’s Literature, and Maps and Imagery collections. The UF Libraries are a member of the Association of Research Libraries (ARL), the Center for Research Libraries (CRL), and the Association of Southeastern Research Libraries (ASERL). The library staff consists of more than 300 FTE librarians, technical/clerical staff and student assistants. The organizational chart is available at http://www.uflib.ufl.edu/orgchart.pdf.

The George A. Smathers Libraries are strong advocates for inclusion and intellectual freedom. The Libraries’ commitment to both is articulated in the Inclusion Statement and Intellectual Freedom Statement, both of which are posted at http://cms.uflib.ufl.edu/InclusionAndIntellectualFreedom.

PRESERVATION AND CONSERVATION DEPARTMENT
The Conservation Lab is entering its 30th year of operation as part of the Department of Preservation and Conservation, and is among the oldest conservation programs in the Southeast. The staff of the well-equipped, 1600 square foot lab, treats and houses collections from all of the Smathers Libraries six units, including the 12 collections contained within the Special and Area Studies Collections. The lab supports the missions of the University and Libraries to facilitate knowledge creation and excellence in education and research. The unit works closely with Smathers’ Digital Support Services Department, Exhibits Coordinator, and the State University System’s Florida Academic Repository (FLARE) high density facility.

COMMUNITY
Gainesville, Florida and the surrounding community are home to approximately 257,000 people and both the University of Florida and Santa Fe College. Situated just over an hour from the Gulf of Mexico and the Atlantic Ocean, the city is surrounded by over 40 nature parks, including many spring-fed lakes and rivers.

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In 2015, Gainesville was named the “Best Midsize College City in America” by WalletHub and ranked no. 7 on Livability.com “Top 10 College Towns”. Gainesville is known as an innovative municipal government and an innovative city. Gainesville continues to receive national recognition as a top-rated city. Some of Gainesville's accolades are listed at the Gainesville Awards and Recognition link. The Guide to Greater Gainesville combines award winning photography and compelling articles that capture all of the reasons for calling Greater Gainesville your next home. The area has numerous cultural institutions and is a haven for sports fans. Jacksonville, Orlando, Tampa, Tallahassee, and St. Augustine are all within a two-hour drive. Gainesville is an affordable city and area to live in – using a cost of living calculator you can compare cities across the United States. See how affordable Gainesville really is!

**BENEFITS**

Vacation days, paid holidays, and sick leave days; retirement plan options; insurance benefits; tuition fee waiver program; no state or local income tax. Prospective employees should review the information about employment and benefits at UF available at [http://hr.ufl.edu/benefits/](http://hr.ufl.edu/benefits/). UF offers a comprehensive new online benefits tool called ALEX to help employees and prospective employees review benefit choices at UF.

**APPLICATION PROCESS**

To apply, submit 1) a cover letter detailing your interest in and qualifications for this position; 2) your current resume or CV; and 3) a list of three references including their contact information (address, telephone number, and email). Apply by April 25, 2019 (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at Requisition 510569. Failure to submit the required documents may result in the application not being considered. If you have questions about the application process please contact Tina Marie Litchfield, tlitchfield@uflib.ufl.edu

**AFFIRMATIVE ACTION/EEO**

The University of Florida is an Affirmative Action, Equal Opportunity Employer and encourages applications from women and minority group members. We are dedicated to the goal of building a culturally diverse and pluralistic environment; we strongly encourage applications from women, members of underrepresented groups, individuals with disabilities, and veterans. As part of the application process, applicants are invited to complete an on-line confidential and voluntary demographic self-disclosure form which can be found at: [http://hr.ufl.edu/data-card/](http://hr.ufl.edu/data-card/). This information is collected by the University of Florida's Office of Human Resources to track applicant trends and is in no way considered by the Smathers Libraries in the selection process.

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