POSITION VACANCY ANNOUNCEMENT

POSITION: Conservation Associate – Library Associate 2

REPORTS TO: Conservator

SALARY: $39,529; annual salary; Actual rate will reflect experience and credentials

REQUISITION #: 508950

DEADLINE DATE: November 20, 2018 - 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 Associate (Library Associate 2) oversees all aspects of the evaluation, tracking, and repair and conservation of the circulating paper-based collections of the George A. Smathers Libraries. Reporting to the Conservator, this position sorts and tracks materials for the circulating collections as well as performing the repair and conservation treatment of the paper-based general collection and assisting with special collections treatments. This position performs a wide variety of treatments on paper, cloth and leather bindings according to established best practices and procedures. This position also manages and prepares commercial bindery shipments, including custom boxes.

RESPONSIBILITIES

Binding and Repair
Using independent judgment repairs or restores bindings and flat paper in accordance with conservation standards. Among other duties this may include construction of new bindings, replacement of spines, rebacking, resewing of text blocks, addition of new end sheets and tip-ins, tissue mends, deacidification, mold remediation, and freeze drying and insect extermination using blast freezing.

Housing
Constructs protective enclosures for circulating and special collections materials, including boxes, four-flap enclosures, and encapsulations. Advanced housing may include custom inserts of board or foam.

Advanced Treatments
Assists with complex and advanced special collections conservation. Supports work on grants and special projects, exhibits, collection surveys, treatment reports and environmental data monitoring.

Tracking and Routing
Responsible for tracking, evaluating, and routing of repair and binding materials from UF Libraries from entry into department until exit. Inspects items and determines appropriate treatment, and sorts materials.
into appropriate workflows for both in-house and commercial treatment. Maintains basic statistics on work performed for regular reporting and planning.

**Commercial Binding**
Supervises processing of material to and from commercial binding including quality control, collating materials, preparation of binding slips, updating item records, and packing and unpacking boxes.

**Other Duties**
Performs other duties as assigned, including maintaining statistics, managing conservation supplies, serving on selected committees and task forces, interacting with public in the absence of the unit head 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 four years of related library experience; or a Master’s degree and two years of related library experience; or any equivalent combination of experience, training and/or education.

**Preferred:**
- 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 advanced 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 the library systems (ALEPH) 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 for self and supporting staff
- Ability to plan and carry out physical condition and treatment studies
- 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

**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](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. In 2015, Gainesville was named the “Best Midsized 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/. 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 November 20, 2018 (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at Requisition 508950. 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/EO
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/. 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.