

PAPER CONSERVATOR

NATURE OF WORK

This is responsible technical work in the conservation of paper materials within the University library and archival systems.

The employee of this class is responsible for the preservation and restoration of paper materials including books, journals, maps and other documents. Duties include examining materials to determine appropriate conservation techniques; developing estimates of time and materials required for material conservation; performing appropriate conservation techniques; providing advice on handling and storage procedure; and assisting in the development of conservation policies. Work is performed with considerable independence and initiative in accordance with priorities provided under the direction of an administrative superior and is reviewed through discussion, reports and observation of results obtained.

ILLUSTRATIVE EXAMPLES OF WORK

Ensures the proper conservation of maps, books, journals and paper materials using established restoration and preservation techniques; allocates time and materials based upon priorities established through discussion; provides technical advice to librarians/archivists regarding conservation methods.

Performs detailed examination of materials; prepares oral and/or written reports regarding condition of materials and recommended preservation and/or restoration techniques; recommends several alternative techniques, as appropriate; recommends the recording of material on microfilm, as appropriate.

Develops estimates of time and materials required to perform conservation techniques; recommends the allocation of time and materials to those documents requiring immediate attention; prepares appropriate requisitions for supply purchase; forwards to supervisor for approval.

Performs conservation techniques to preserve or restore material including deacidification, binding and cover repairs, hand erasure, dry cleaning, tear repairs, chemical adhesive removal and washing; maintains written and, as necessary, photographic records of each stage of conservation including time and materials used.

Provides advice in the handling and storage of library and archival paper materials; prepares oral and/or written reports regarding environmental causes of deterioration as well as recommended atmospheric and storage methods to preserve materials or to ensure minimum deterioration; estimates related costs and designs and constructs storage containers, as appropriate.

Assists in the development of conservation policies; provides technical advice in the establishment of policy including individual requirements of specific materials as well as environmental condition of storage areas.

Provides training to staff members in the proper handling, binding and storage of materials; advises staff on accepted methods and periodically oversees procedures to ensure appropriate methods are utilized.

Maintains liaison with conservation institutions to keep abreast of new conservation techniques; obtains information regarding related equipment design, and location of specialized suppliers; provides information regarding current conservation activities.

Performs related work as required.

REQUIREMENTS OF WORK

Considerable experience in paper conservation and preservation activities in a library or archive; graduation from high school supplemented by the successful completion of a journeyman apprenticeship program in paper conservation; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Considerable knowledge of the concepts, principles, methods and techniques of paper restoration and conservation.

Considerable knowledge of the operation and use of conservation equipment, supplies and commercial binding.

Considerable knowledge of current technical developments and of new terms and processes in paper conservation.

Considerable knowledge of the hazards and proper safety precautions of paper conservation.

Considerable knowledge of the characteristics and properties of a variety of papers and bindings.

Knowledge of library and archive operations.

Some knowledge of University organization, rules, regulations and procedures.

Ability to examine paper materials and determine appropriate method of restoration and conservation.

Ability to evaluate environmental conditions and the impact on paper materials.

Ability to develop estimates of time and materials costs for conservation projects.

Ability to illustrate proper handling and storage methods to staff members.

Ability to present ideas effectively, both orally and in writing.

Ability to understand and follow complex oral and written instruction.

Ability to establish and maintain effective working relationships with external conservators, co-operative representatives, faculty and staff members.

Skill in the performance of paper preservation and restoration techniques.

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