

The University of Texas at San Antonio

Job Description

Job Title: Preservation Technician
Code: 18060
Salary Grade: 60
FLSA Status: Exempt
Department/Division: Library/Academic Affairs
Reports To: Rare Books Librarian

Summary

- Function: To provide knowledge and skill in the conservation and preservation of library materials.
- Scope: Responsible for performing duties related to the assessment, conservation and preservation of library materials.

Duties

- Typical:
 1. Evaluates the condition of print and media materials and determines appropriate preservation methods.
 2. Assesses volumes for internal or external bindery repair.
 3. Performs repairs and treatments and maintains appropriate records and documentation. Constructs clamshell and phase boxes.
 4. Identify archival collections that require treatment for mold, insect activity and acidification. Determine and evaluate treatment options and provide recommendations to Library Administration. Prioritize and coordinate outsourcing and internal treatment.
 5. Monitor environmental conditions in Special Collections and make recommendations for improvement.
 6. Evaluates UTSA preservation conditions and conservation practices. Collaborates with departmental staff to develop and implement cost-effective solutions.
 7. Provides training to library staff on condition reviews, preservation methods, and environmental monitoring.
 8. Reformats various media for preservation.
 9. Monitors and maintains an inventory of equipment and supplies to perform repairs and treatments.
 10. Performs other duties as assigned.

- Periodic:
 1. Ensures book stacks are vacuumed annually with heap vacuum cleaner.
 2. Researches equipment and inventory necessary to build a conservation lab.

Education

Required	Preferred
Bachelor's degree from an accredited institution in History, Conservation, Art History, Chemistry or a related field.	Master's degree or post graduate courses from an accredited institution in Conservation, Restoration Science, Curatorship or Museum Studies.

Other Requirements

Required	Preferred
Knowledge of the history, science and aesthetics of materials and techniques used to produce library materials.	N/A
Practical knowledge of the causes of deterioration or damage to library materials	
Functional knowledge of the range of methods and materials that are used in conservation treatment and the implications of proposed treatment.	
A portfolio of work or treatment reports.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Formal apprenticeship, paid or unpaid, in preservation and/or conservation providing depth and breadth of knowledge necessary to perform the duties of the position.	Similar experience with rare books and special collections.
One year of library or museum experience post graduation or post-apprenticeship in conservation and/or preservation.	

Equipment

Required	Preferred
Personal computer, Microsoft Office Suite, and standard office equipment.	N/A

Working Conditions

Usual	Special

Normal library conditions.	Occasional evening and weekend hours.
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Supervision

Received	Given
Determines own work methods and solves problems utilizing technical and specialized knowledge and experience resulting in minimal supervision while work is in process.	Direct and/or indirect supervision of assigned staff and student workers.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
