UNIVERSITY OF MARYLAND LIBRARIES
GRADUATE ASSISTANT POSITION DESCRIPTION FORM

Date Prepared: 14 May 2014
Division: Collection Services
Department: Preservation
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Reports to: Carla Q. Montori
Position Title: Graduate Assistant in Preservation

NATURE OF WORK:
This is a 20 hour/week Graduate Assistant (GA) appointment to develop professional librarian skills. The position emphasis is on gaining experience related to preservation and conservation issues within the context of an academic research library. While the position affords the opportunity for training in the physical treatment of general collections materials, the focus of the work is on building skills related to collection condition assessment, the treatment needs of various materials, and related decision-making.

The GA will learn to identify the composition and structure of library materials; to apply national standards, and locally-established guidelines and best practices for the care, handling, and conservation of general and special collections materials including books, other paper-based items, and various non-print materials; to handle special collections materials; to recognize and describe physical condition and treatment needs; and to judge the quality of completed treatment work. The GA will interact with Libraries staff at all levels throughout the system and with vendors of preservation goods and services.

DUTIES AND RESPONSIBILITIES:
1. Assist in conducting sample surveys of special collections materials in all formats to determine the condition of individual items and to evaluate their preservation needs. Enter survey data into spreadsheets and databases, help to analyze data and to produce reports that show patterns of condition and treatment needs; assist the Conservator in planning treatment projects and programs.
2. Assist the head of Preservation in identifying alternative access strategies to brittle and deteriorated titles; work with Collection Development, Acquisitions, and Metadata Services staff to obtain that access; and prepare material for reformatting (to microfilm and digital file formats) by contract vendors.
3. Undertake conservation treatments of general collections materials (minor to intermediate level). Assist the Conservator in preparing materials for treatment by contract conservators.
4. Help maintain daily and weekly workflows of all library materials sent to the General Collections Conservation and Bindery Preparations units, and assist with needs
assessments and treatment specifications. Help monitor and maintain established quality standards for treatments undertaken by the units.

5. Participate in disaster response and recovery.
6. Perform other duties, as assigned.

PHYSICAL DEMANDS:
- Candidate must work in conservation lab, at a computer workstation, and in library stacks.
- Must be able to move fully-loaded book trucks, and to lift boxes of books weighing up to approximately 35 pounds.
- Must be able to withstand exposure to mold and dust.

SUPERVISORY RESPONSIBILITIES:
- May be asked to co-ordinate the work of student assistants.

QUALIFICATIONS (Knowledge, skills, and abilities):
- Demonstrated interest in preservation of library and archival materials.
- Excellent analytical and organizational skills.
- Effective oral and written communication skills.
- Must successfully complete a manual dexterity exercise.

EDUCATION:
Required: Must be graduate student in the College of Information Studies, maintaining full-time status in the fall and spring terms.
Preferred: Should take the College of Information Studies preservation course during the first year of the program if possible.

EXPERIENCE:
Required: Work experience requiring manual dexterity.
Preferred: Previous experience handling fragile or unique materials.

Employee’s Signature________________________  Date__________

Print Employee’s Name____________________________________

Supervisor’s Signature________________________  Date__________

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