

Classification and Qualification



STANDARDS

The California State University System

Book Repairer II

Class Code 2898

Date Established 11-01-81

Occupation Index Reference M-2

DEFINITION:

Under direction, leads and performs a variety of skilled maintenance and repair work necessary to preserve the library's collection and to physically prepare newly acquired materials for patrons.

DISTINGUISHING CHARACTERISTICS:

Positions in the class, Book Repairer II, are distinguished from those in Book Repairer I by the degree of independent responsibility for the book repairing functions, including the broad determination of methods and materials to be used in the in-house repair of books, library materials including some rare and limited edition materials and for the determination as to whether a book should be repaired in-house, sent to the bindery or repaired at all because of unique circumstances; positions in the II level class may also hand rebind and repair leather and rare or old library items. The II level positions function independently within broadly established guidelines and may train and lead the work of one to three part-time or full-time assistants; that is, to explain existing methods involved in the repair and mending of damaged library books, magazines and other printed materials and insure that work is done according to the time schedule. The II level in this class series makes decisions which involve using a formula to calculate and evaluate cost and time estimates as well as the processes required; whereas the I level follows established guidelines and has relatively little, or any, responsibility for making a judgment based on independent evaluation or analyses of time and cost.

Examples of Typical Activities:

Based on condition and use or value of books or other library items as well as the cost and time required to repair, an incumbent in a position in this class evaluates and determines whether a book should be sent to the bindery, be repaired in-house or withdrawn from the collection; evaluates the method best suited to the preservation of the books needing repair; does skilled and unusual preservation, repair and binding work; reletters, mends, hand binds, and prepares new books, pamphlets and other library materials for use; assigns work to subordinate personnel; inspects books and other library materials for physical condition; segregates printed materials according to the type of repair needed and instructs others on procedures to follow; types bindery shipping orders and does other general office work; may develop procedures for expediting the collection, collation and preparation of materials for bindery shipments; compiles information and keeps records; maintains and requisitions supplies and materials; writes standard procedures for various related activities; may input information to computer; exercises work direction over a small group of subordinate personnel.

MINIMUM QUALIFICATIONS:

Knowledges and Abilities:

Thorough knowledge of a wide variety of up-to-date methods, techniques and supplies used in repairing, binding and preserving library materials; thorough knowledge of methods for estimating cost, time and need for repair; ability to evaluate book repair needs and to make skilled standard and unusual repairs; ability to quickly and effectively prepare new library materials for circulation; ability to work independently; ability to follow written and oral guidelines and instructions; ability to follow through on sequential clerical and related book repair processes; ability to read and write and make arithmetical calculations at a level appropriate to the assigned duties.

and

Experience:

Two years of progressively responsible experience in the binding and repairing of books and similar printed materials.

Volunteer or clerical experience in repair of printed materials may be substituted for up to one year of experience. Completion of a formal education or apprenticeship program in book binding and repair may be substituted for experience on a year-for-year basis.

Special Qualifications:

Manual dexterity.

Work Week Group: 1
Premium O/T: Yes
Shift Differential: No
Employee Category: Non-Academic