

Classification and Qualification



STANDARDS

The California State University System

Book Repairer I

Class Code 2899

Date Established 05-2-31

Date Revised 11-01-81

Occupational Index Reference M-2

DEFINITION:

Under general supervision, repairs and binds books, pamphlets, periodicals, sheet music and similar materials; physically prepares newly acquired materials for patron's use.

Examples of Typical Activities:

Using well-established and definitive criteria, ascertains whether books and other materials are feasible to repair, and if so, the best method of repair and processes repairs accordingly; makes covers; tips in pages, reinforces, resews, mends pages, repacks books with torn spines; glues loose hinges; inserts pamphlets in binders; hinges, stitches and covers bound material; trims and mounts plates; erases and cleans soiled pages and stains; cleans and oils leather bound volumes; may collect, collate, drill and sew into manilla covers the periodicals which are to be bound together; may letter items or put numbers and names on backs of books; adds due date slips and book card pocket; does similar work in preparing new materials for a collection; keeps records; maintains inventory; maintains tools and equipment; checks in supplies; may do standardized clerical work including simple typing; may review the work of student or clerical assistants doing labeling, property stamping and simple types of binding.

MINIMUM QUALIFICATIONS:

Knowledges and Abilities:

Ability to understand and carry out oral and written directions; ability to read and write at a level appropriate to the duties of the position; ability to work with one's hands in an exacting craft; ability to learn simple hand bookbinding, book repair and finishing; ability to compare names and numbers rapidly and accurately; ability to use a typewriter and file alphabetically and numerically; ability to make simple arithmetic computations where necessary.

and

Experience:

One year of volunteer or paid work experience which demonstrates possession of the abilities stated above.

Experience may have been in clerical, technical, sales, stock, warehousing or similar fields.

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