

Library Bookbinder (8844C) Library Bindery, 71469
University of California, Berkeley

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Posted Aug. 5, 2024, set to expire Dec. 1, 2024

Job Title	Library Bookbinder (8844C) Library Bindery, 71469
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 5, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Library Curatorial/Archival
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Job Description	

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Library Bookbinder (8844C) Library Bindery, 71469

About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education,

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distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

The University of California Library Bindery supports preservation programs at all University of California libraries and departments. Under direction of the department manager, production employees perform a variety of tasks to produce binding for monographs and journals. The scope of production activities also includes conservation services, pamphlet binding, archival enclosures, scanning, photocopying and box production.

The UC Library Bindery facility is located in Richmond, CA.

Responsibilities

The Library Bookbinder is the first of four bookbinder classifications with specific responsibilities listed below. The Library Bookbinder performs much of the handwork required to prepare books and materials for machine processing; i.e., sorting, stacking, counting and sizing. Performed correctly, their

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work is critical to an efficient and error-free operation. Library Bookbinders also input title information and produce lettered cloth to make book covers.

Direct Production Activities

- **CHECKING IN AND PREPARATION ACTIVITIES:** Books counted, sorted, and organized. Covers removed, pages checked for completeness, books sorted for different binding processes.
- **BINDING ACTIVITIES:** Fan gluing, hand sewing, assisting on the automated adhesive binder, and trimming end papers. Collect, organize, and measure materials after binding.
- **COVER MANUFACTURING:** Cut and prepare boards for hard covers, letter cover cloth, laminate paperback covers, press covers to text block.
- **FINISHED PRODUCT:** Inspect final product, packing, shipping, and receiving.
- **STAND ALONE PRODUCTION ACTIVITIES:** Wire stitching pamphlets, make archival enclosures, photocopy and document scanning.
- **USING HAND TOOLS:** knives, wrenches, wire pullers, measuring devices, sanding blocks, folding spines, scissors.
- **MACHINERY - operate and maintain:** various glue machines, wire stitching machine, book presses, laminator, and hand paper/board cutters.
- **COPY ACTIVITIES:** Copy paperback covers and preservation photocopy. Copy single sheets over glass platen or multiple sheets utilizing auto-feed. Set copy features for best output factoring margins, page size and binding format.
- **SCANNING:** Scan preprinted pages over glass platen or multiple sheets utilizing auto-feed. Set scan features for best output factoring image resolution, file format, margin and page size. Name/rename files according to department guidelines.
- **BOOK COVERS - FORMAT and CREAT PRINT FILES:** Prepare excel data and run data merge with InDesign and create printer spreads. Position lettering and size cloth. Layout multiple printer spreads to create large format print files. Layouts factor maximum utilization of material and most efficient cut out of spreads. Cut out spreads and sequence cover material for making cases.
- **BOOK REPLACEMENT - IMAGE ENHANCEMENT:** Utilizing Photoshop, set mode, adjust levels, crop and record actions for automated image enhancement. Name/rename files and establish appropriate file format.
- **BOOK REPLACEMENT - LAYOUT and PRINT:** Place images within InDesign booklet templates and create multi-page print files. Proof read and print following job specifications for paper stock, scaling, pagination, layout, and image quality.

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Machine maintenance includes replacing toner cartridges, cleaning platen, and identifying machine malfunction.

- **CANON PRINTER:** RIP (Raster Image Processing) files within Thrive application, apply quick sets and other adjustments. Send to print, prepare substrates, load/unload printer and proof and detail finished product. Perform regular printer maintenance.
- **DESIGN:** Utilizing Photoshop, Illustrator, and InDesign, create artwork and prepare proofs for customer review and approval. Prepare multi-layered artwork for multi-pass printing.
- **SAFETY:** use safe work practices and follow department safety rules.

Indirect Production Activities

- **ONLINE TRAINING/EMAIL:** basic computer skills to perform personnel transactions, participate in online training and communicate through email as necessary for job.
- **SHIPPING/RECEIVING:** stage and prepare documentation for outgoing materials. Verify accurate receipt of materials.
- **INVENTORY STOCKING and STOCK CUTTING:** replenish direct material supplies as needed.
- **MACHINE MAINTENANCE:** oil, grease, and clean glue machines as assigned
- **ORGANIZATION AND CLEANLINESS:** maintain tools, materials, and supplies in an organized manner for use by all staff. Keep working areas clutter-free and swept clean. Participate in rotational assignments to empty shop trash containers.
- **TRAINING AND MEETINGS:** Attend and participate in trainings, department meetings, and campus meetings as assigned.

Ongoing learning and development

Other duties as assigned

Required Qualifications

- Able to read and write legibly; follow oral and written instructions and read proper measurements on measuring devices.
- Possess physical ability and stamina to pack and unpack binding materials; operate various binding machines.
- Excellent verbal and written communication skills.

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- Must be detailed oriented.
- Proficiency with basic computer skills including keyboarding and e-mail.
- High School diploma and/or equivalent experience/training.

Preferred Qualifications

- Background in book binding.
- Two years of related experience.

Salary & Benefits

This is a 5-month, non-exempt temporary position at 100% (40 hrs a week). This position is paid hourly and eligible for UC Benefits.

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is **[Step 1.0] \$18.08 - [Step 5.0] \$19.57.**

How to Apply

To apply, please submit your resume and cover letter.

Other Information

- This position is governed by the terms and conditions in the agreement for the Printing Trades

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Unit (GS) between the University of California and the Teamsters District Council 2 Local 388M.
The current bargaining agreement manual can be found at:

<http://hrweb.berkeley.edu/labor/contracts/GS>

- This position is located off-campus at the Library Bindery facility in Richmond, CA.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see [the U.S. Equal Employment Opportunity Commission poster](#).

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

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Contact Information



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Please reference Academickeys in your cover letter when
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Contact

N/A

University of California, Berkeley

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