

Library Bookbinder (8844C), Library Bindery - 76899
University of California, Berkeley

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Posted Mar. 26, 2025, set to expire Jul. 1, 2025

Job Title	Library Bookbinder (8844C), Library Bindery - 76899
Department	Library Bindery
Institution	University of California, Berkeley Berkeley, California
Date Posted	Mar. 26, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Library
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Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

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.

Position Summary

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

Application Review Date

The First Review Date for this job is: 04/07/2025.

Responsibilities

Direct Production Activities

CHECKING IN AND PREPARATION ACTIVITIES:

- Books counted, sorted, and organized.

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- 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, hot foil stamper, 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.

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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.
- 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.

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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.

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

Preferred Qualifications

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

Salary & Benefits

This is a 100% full-time (40 hrs a week) non-exempt career position, which is paid biweekly at an hourly rate and is 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

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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 hourly range that the University reasonably expects to pay for this position is \$18.81 (Step 1) - \$20.76 (Step 6).

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 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 is not a visa opportunity.
- The work location for this position is in Richmond, CA. Library Bindery is located off-campus at 3200 Regatta Blvd, Ste E Richmond, CA 94804.

Misconduct

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual

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harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

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.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

To apply, visit

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

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A



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