

Library Conservator (9723C), Library Administration -
78916
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=258267>

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Posted Jun. 13, 2025, set to expire Jul. 1, 2025

Job Title	Library Conservator (9723C), Library Administration - 78916
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jun. 13, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Library
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Job Description

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Library Conservator (9723C), Library Administration - 78916

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 mission of the Preservation Department is to maintain the library's collections in serviceable condition and to ensure that they can continue to be used now and in the future. The Preservation Department, which consists of the Conservation Treatment Division, the Bindery Preparation Division, and the Preservation Replacement Division, is responsible for binding, repair, conservation treatment, protective enclosures, disaster planning, and other preservation services.

Position Summary

In support of the Library preservation program and under the direction of the head of the Conservation Treatment Division within the Preservation Department, the library conservator engages with the preservation needs of paper-based book and document collections in order to ensure their availability now and in the future.

Application Review Date

The First Review Date for this job is: 06/25/2025.

Responsibilities

The library conservator provides the following conservation treatment, stabilization and consulting services for the Library:

- In consultation with conservators, curators and subject specialists, analyzes needs and specifies treatments for special collections materials needing conservation work.
- Signs in and specifies treatments for materials needing conservation work.

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- Performs simple through complex treatments on books and paper, exercising a high degree of judgment in applying established conservation principles, ethics and procedures.
- Reviews proposals for treatment involving major resource commitments with the supervisor.
- Executes treatments on a schedule responsive to library needs.
- Makes specialized housing and enclosures for a variety of library materials.
- Helps organize and execute collection surveys to assess preservation needs.
- Documents conservation treatments through reports, photo documentation, and statistics.
- Uses and maintains specialized conservation equipment (e.g., suction table, board shears, guillotine, ultrasonic encapsulator, fume extractor, microscope, environmental monitoring equipment).

Provide administrative support services:

- Participates in the development of the Conservation Treatment Division within the Preservation Department.
- Attends and contributes to staff meetings.

Additional responsibilities:

- Provides training to students and staff.
- Provides program outreach (e.g., consultations, tours, committees, workshops) to the Library, UC community, and California citizenry.
- Other general professional and administrative duties as assigned.

Disaster planning, response and salvage:

- Serves on disaster response and collections salvage team; salvages collection materials using procedures documented in the department manual.

Engages in professional development activities to maintain currency, improve skills and increase performance effectiveness, e.g., attending professional meetings, conferences, and in-service courses and workshops.

Required Qualifications

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- Ability to work 100% on-site Monday through Friday.
- One or more years' experience as a professional library conservator in a research library.
- Book/paper conservation skills and dexterity to support the preservation of circulating and special collections.
- A thorough understanding and knowledge of historical binding structures, agents of deterioration, and conservation ethics and practices.
- Ability to work effectively as a member of a team.
- Ability to work under the general supervision of the division and department heads, with a high degree of day-to-day independence.
- Excellent interpersonal skills and the ability to communicate effectively across a diverse organization.
- English writing skills to document procedures.
- Experience with email and word processing applications such as Google Workspace and Microsoft Office; database applications such as FileMaker; and digital photography equipment and software.
- Bachelor's degree and completion of a recognized conservation training program, a formal apprenticeship, or similar level of education and training in the conservation of library special collections and/or equivalent experience/training.

Preferred Qualifications

- Training and experience in the conservation of papyrus, photographic materials, art on paper.
- MLIS from an ALA-accredited library school.

Salary & 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

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experience.

The budgeted hourly range that the University reasonably expects to pay for this position is \$28.88 (Step 1) - \$35.87 (Step 12); the full salary range for this classification is \$28.88 (Step 1) - \$46.43 (Step 25).

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- This is a non-exempt, biweekly-paid position.

How to Apply

- To apply, please submit your resume and cover letter.
- Please note that if you are considered for an interview, you will be asked to present an overview of your treatment experience and show a portfolio (physical or digital) with examples.

Other Information

This position is governed by the terms and conditions in the agreement for the Research Support Professionals Unit (RX) between the University of California and the University Professional and Technical Employees (UPTe). The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/rx/index.html>

- This is not a visa opportunity.
- This recruitment has 2 openings.

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

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place of employment, including, but not limited to, violations of policies or laws prohibiting sexual 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 Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

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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