

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

HISTORICAL DOCUMENTS CONSERVATOR I

POSITION CODE: 18981
Effective: 11-16-84

DISTINGUISHING FEATURES OF WORK:

Under direction, performs professional and technical work in the treatment and in the preservation of a major state collection of rare historical documents and books; assists in planning a conservation program by periodically reviewing the condition of documents in the collection, and recommending conservation and restoration prioritizing; maintains records of completed work.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Cleans, repairs, and deacidifies documents; operates fumigator; readies documents for mylar encapsulation preservation by enclosing pages in clear polyester; performs encapsulation.
2. Disassembles books, deacidifies pages, and prepares for rebinding; treats leather bindings; repairs and replaces spines, hinges, and covers of books; makes restorations which are visually sympathetic to the esthetic and historical context of the books and documents being restored; makes phase boxes and Solendar boxes for storage of books and pamphlets, historical writings and publications; tips (attaches) loose pages or duplicates and replaces missing pages located from other source copies.
3. Assists with the preparation of binding orders and work orders given to outside contractors by writing into the contract what type of bindings are to be placed on certain publications, whether they are to be sewn together or put together by other means; prepares items for shipment to private collectors.
4. Assists with the planning and development of the conservation program by studying agency collections and making recommendations for conservation and restoration priorities; assists with the preparation of revisions to the agency disaster plan to be used in case of fire or flood.

HISTORICAL DOCUMENTS CONSERVATOR I (Continued)

5. Prepares reports, recording work performed on individual books and documents.
6. Performs other related duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires the knowledge, skill and mental development equivalent to the completion of a bachelor's degree with courses in chemistry or organic chemistry and art or art history; requires an internship in document conservation and restoration or book binding techniques; a years experience in document conservation, restoration and book binding techniques may be accepted for the internship.

Knowledges, Skills and Abilities

Requires working knowledge of properties of paper and of paper documents conservation and restoration of damaged materials.

Requires working knowledge of rebinding and encapsulation techniques for rare and valuable books and documents.

Requires working knowledge of library materials and documents and their value to a library.

Requires working knowledge of the effects of oxidation on paper documents.

Requires ability to perform professional documents conservation work.

Requires ability to use document conservation equipment, bookbinding and repair equipment, and to maintain and use proper supplies.

Requires ability to establish and maintain harmonious working relationships with library staff.

Requires ability to travel.