### Special Collections Conservator, Librarian I

**Michigan State University Libraries, East Lansing, Michigan**

**Salary:** Starting at $50,000  
**Status:** Full-time  
**Posted:** 03/14/14  
**Deadline:** 04/24/14

**Position:** Special Collections Conservator, Librarian I  
**Salary:** $50,000

**Position Summary:** Reporting to the Head of Conservation and Preservation and working closely with staff in the Wallace Conservation Lab, Special Collections, and other library units, as well as with partners at other institutions, the Special Collections Conservator is responsible for the conservation treatment of rare and unique library materials in the Michigan State University Libraries. Duties will include:

- Complex conservation treatments on rare books, maps and special collections materials from throughout the library including, but not limited to: re-sewing; leather and vellum rebinding and binding conservation; gold and blind tooling; conservation of paper and vellum, including aqueous and chemical treatment; and the creation of custom protective enclosures for a variety of rare and archival materials.

- Assisting the Head of Conservation and Preservation in managing and planning the conservation program, including: establishing conservation priorities within the various special collections libraries; managing and planning treatment methods and procedures for a wide range of library materials; training conservation technicians, volunteers and student workers; condition assessments and the management of preventative care.

- Preparation of rare and special collections materials for exhibition.

- Consulting with other library staff on conservation and preservation issues and providing training for library staff in minor repairs for their collections.

- Assist with disaster preparedness and recovery and serve as a member of the Disaster Recovery Committee.

Librarians are appointed as regular faculty in a continuing appointment system and are engaged in professional development, scholarly and creative activities related to their position. Additionally, librarians serve on library and university committees as elected or assigned.

Michigan State University Libraries serve more than 4,900 faculty, 36,000 undergraduates, and 11,000 graduate and professional students on a park-like campus of over 5,000 acres. The Main Library and 4 branch libraries have combined holdings of over 5 million volumes. East Lansing is a community of 50,000 located adjacent to Lansing, the State capital.

**Minimum Qualifications:**
Master's degree in information or library science from a program accredited by the American Library Association. Knowledge of current conservation principles, practices, and procedures as evidenced by a graduate degree in conservation, or the completion of a conservation apprenticeship with an established conservator, or a verifiable certification of advanced training and education. Excellent oral and written communication skills; outstanding interpersonal communication skills including the ability to be flexible in a dynamic and changing environment; exceptional commitment to customer service; ability to work enthusiastically and effectively with diverse faculty, students, and staff; ability to work collaboratively and independently; ability to prioritize and balance various unit needs; attention to detail; preparation and commitment to conducting independent scholarly and creative activities consistent with a library faculty appointment; capacity and commitment to engage independently in continuing professional development.

A portfolio of work will be required at the interview.

**Desired Qualifications:**
Experience in a conservation program for rare materials and special collections; experience in treatment decision-making; advanced knowledge of hand bookbinding techniques and principles; working knowledge of chemistry as it applies to conservation treatments.

**Closing Date:**
5pm, Thursday, April 24, 2014

**Special Instructions to Applicants:**
Minimum $50,000; MSU provides generous fringe benefits. Interested applicants should provide a letter of application, resume and names, addresses and email addresses of three references to [https://jobs.msu.edu](https://jobs.msu.edu), posting number 9201.