

Summary of Duties: Repairs, by hand, damaged or worn library materials to put them in presentable condition for reuse; prepares new materials for library use; and does related work.

Distinguishing Features: Much of the work of a Book Repairer is done without direct supervision. However, all work must be done in accordance with established procedures and meet prescribed standards. An employee of this class decides within these limits what repairs to make on most library materials but requests supervisory guidance or decision for unusual or time consuming work.

Examples of Duties: Mends and reinforces book pages; tips in, glues, or hinges loose pages or sections; trims mended pages; resews loose bindings of books; rebacks and recases books; replaces end sheets; repairs and replaces plastic book jackets; cleans badly soiled pages and covers; occasionally letters call numbers on rebacked books.

Reinforces telephone directories; mounts maps; makes punch and tie covers; makes special pockets for maps and charts; uses electric drill, electric wire stitches, paper cutters, punch, staplers, eyelet machine, book press, awls, and other mending hand tools; packs and unpacks materials received from or sent to library agencies; records production statistics; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A working knowledge of basic arithmetic and use of a common inch scale ruler; a general knowledge of the uses of mending hand tools and materials; a general knowledge of simple book and pamphlet repair methods; a general knowledge of the methods used in rebacking books; the ability to make accurate, independent judgments; and the ability to follow instructions and to do repetitive detailed manual work rapidly, accurately, and neatly.

Physical Requirements: Strength to perform average lifting of up to fifteen pounds and occasionally over twenty-five pounds; arm, hand and finger dexterity with both hands involved in activities such as reaching, handling and feeling examples: (examples sewing, cutting and trimming with scissors or manipulating of fabric); good hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the positions, and the appointing authority's ability to effect reasonable accommodations to the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this

specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.