

**Georgetown University Law Center
Edward Bennett Williams Library
111 G St. NW
Washington, DC 20001**

**Conservation Unit
Student Assistant Job Description**

The Conservation Unit is responsible for the physical condition of the collection and ensures that conservationally sound materials and techniques are used in the binding, repair and reformatting of the collection. Damaged books are repaired or sent out to be rebound. Books having paper which is too brittle to be repaired or rebound are reformatted.

Responsibilities

Student Assistants are trained by the Conservation Technician. Student Assistants working in the Conservation Unit may spend their time performing minor book repair and/or preparing books to be shipped to the company which completes the preservation photocopying and binding. Both types of work require considerable manual dexterity to perform the techniques accurately, neatly and efficiently. Book repair involves the use of small hand tools, adhesives and special equipment. The preparation of books for reformatting requires collating (ensuring that all pages are in the book) and cleaning (removing or covering all marginalia) the books. Some computer work is involved—creating and updating records, data entry and image processing.

Requirements

Manual dexterity and attention to detail a must. Student Assistants must be available to work during the day between the hours of 7:00 am - 2:00 pm. Some flexibility around the time of exams is possible, after training.

Supervisor: Sherri Thomas
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