



Ollscoil Mhá Nuad Maynooth University

Maynooth University Library Book and Paper Conservator (Permanent)

The Role

Maynooth University is committed to a strategy in which the primary University goals of excellent research and scholarship and outstanding education are interlinked and equally valued.

We are seeking a committed, proactive individual to support the work of the Library in the critical area of collection conservation and preservation. This is an opportunity for an experienced conservator to undertake condition assessments and conservation treatment of paper and book material from the remarkable collections of Maynooth University Library.

The conservator will work closely with staff in Special Collections and Archives, and other departments of the Library and will report to the Assistant Librarian with Responsibility for Special Collections and Archives. They will be expected have the skills and knowledge to plan, manage and track their work to ensure that deadlines are met in support of the overall objectives of the University Library. They must be able to communicate effectively with people at all levels, and be able to keep clear, consistent and accurate records of all activities undertaken.

Principal Duties

This will include:

- Planning and completion of appropriate treatments on books, manuscripts and paper-based items from MU Library collections, by conducting condition assessments, developing treatment recommendations, and by carrying out procedures with minimum intervention and according to professional standards.
- Leading on preventative conservation strategies including Integrated Pest Management, and monitoring and surveying of environment, temperature and humidity across all library sites with a view to recommending and carrying out intervention as needed.
- Carrying out condition assessments on items prioritised for digitisation, exhibition or loan and entering condition details on the Library's collections management systems (currently ExLibris/Alma and CALM).



- Liaising with, and offering professional advice to library colleagues and users of the Library in terms of handling, digitisation, storage and treatment of materials.
- Assisting in the curation and mounting of exhibitions.
- Participating in teaching and outreach activities by sharing knowledge, expertise and promoting the Library's collections and conservation profession .
- Contributing to Disaster Management and Service Continuity Plan and participating in disaster recovery planning and environmental monitoring at Maynooth University.
- Advising and assisting in the event of an emergency across both Maynooth University Libraries.
- Contributing to the Library's Security Policy in relation to collections.
- Collaborating with the Digital Services unit on digitisation methods, workflows and item handling.
- Supervising the work of interns and students.
- Undertaking project work when necessary.
- Keeping effective documentation with regards to treatments undertaken.
- Maintaining the highest technical and ethical standards at all times.
- Any other duties as assigned by the University Librarian or their nominee.

The ideal candidate will have:

Essential Requirements:

- A minimum of a Master's qualification in conservation studies or evidence of equivalent knowledge and experience.
- At least 3 years' experience working with historical materials in a variety of formats.
- Relevant practical experience and skills in book and paper conservation along with knowledge of professional standards and codes of ethics.
- Experience of preventative conservation and managing conservation projects.
- Familiarity with supporting digitisation of books and archival material, including workflows and item handling.
- Excellent organisational skills, attention to detail and the ability to prioritise and meet deadlines.
- Demonstrated ability to work independently and as part of a team, with the flexibility to ensure service and workflows are maintained at all times.
- Effective communication and interpersonal skills including writing, editing and presenting.
- Strong IT skills relevant to conservation and collection management systems.

Desirable

- Evidence of completed or in-process professional accreditation.
- Familiarity with maintaining a conservation laboratory.
- Experience supervising and training interns or students.
- Experience managing large collections across multiple sites.

The Library

There are two main buildings - the John Paul II Library and the Russell Library, both of which hold significant rare book, archive and manuscript collections. Notable items in these collections include:

- Archives of significant figures from scholarship, activism and literature,
- Gaelic manuscripts dating from the 15th to the 19th century



- English, Latin and French manuscripts from the 11th century
- A world class Bible collection of over 2500 items covering nearly 600 languages
- Cuneiform tablets from pre-Christian Mesopotamia
- A variety of incunabula from the 15th century
- The Otway-Maurice collection from St. Canice's, Kilkenny, containing over 3000 rare items

Access is also provided to over 500,000 electronic books and 70,000 electronic journals.

The overall strategy for Maynooth University Library is articulated in the current Library Strategic Plan. Further information about the Library can be found on the Library's website, <https://www.maynoothuniversity.ie/library>, and social media platforms.

The University

Maynooth University is a very distinctive university, a collegial institution focused on science and engineering, humanities, and social sciences, and equally committed to research, teaching and community engagement. Located in Ireland's only university town, its distinctive features and character owe much to its unique history and heritage. It provides a high-quality educational experience to over 15,000 students on a campus with 18th century roots and 21st century dynamism.

The strategic trajectory and accomplishments of Maynooth University, in the 25 years since its establishment as an autonomous public university, are exceptional, and a source of great pride to the university community, staff, students and alumni. Maynooth University in 2024 ranked in the top 90 global Times Higher Education (THE) Young University rankings, placing 86th in the world. Maynooth University's growing global reputation is based on the originality, quality, importance and impact of its research and scholarship, commitment to teaching and learning, the quality of academic programmes, and its leadership in widening participation in higher education. The sources of success are the dedication of its staff and the energy and engagement of its students.

Maynooth University is a place of lively contrasts – a modern institution, dynamic, rapidly-growing, research-led and engaged, yet grounded in historic academic strengths and scholarly traditions. With over 15,000 students Maynooth offers a range of programmes at undergraduate, postgraduate and doctoral level in the humanities, science and engineering and social sciences, including business, law and education. The University also offers a range of international programmes and partnerships.

Maynooth's unique collegial culture fosters an interdisciplinary approach to research, which its world-class academics bring to bear in tackling some of the most fundamental challenges facing society today. The University's research institutes and centres consolidate and deliver this impact as vibrant communities of learning, discovery and creation. Research at Maynooth also is very much central to its teaching and the University prides itself on placing equal value on its research and teaching missions.

Maynooth University's Values

Our values define who we are, what we believe in and how we act as a community. They underpin our future success and guide our expectations of ourselves and each other. Our values apply to everyone in the University community:

- Integrity
- Collegiality
- Responsibility
- Freedom of expression
- Ambition



Maynooth University Strategic Plan 2023 – 2028

The University's Strategic Plan 2023 - 2028 builds on our rich academic history and strong foundations to set out an ambitious and forward-looking path for the future of our University. This roadmap underscores our commitment to adapt to a changing world while staying true to our values. Our vision is to be a university of excellence, opportunity and impact, having a significant stake in all three. For more information about Maynooth University's future direction, please visit: <https://strategy.maynoothuniversity.ie/>

Plean Straitéiseach Ollscoil Mhá Nuad 2023 - 2028

Tógann Plean Straitéiseach na hOllscoile 2023 - 2028 ar ár stair acadúil shaibhir agus ar ár mbunchlocha láidre chun conair uailmhianach agus cheannródaíoch a leagadh amach do thodhchaí ár nOllscoile. Soiléiríonn an treochlár seo ár dtiomantas do dhul i dtaithe ar dhomhan atá ag síorathrú agus ár ngníomhaíochtaí a chur in oiriúint dó, agus san am céanna a bheith dílis dár luachanna Ollscoile. Is í an fhís atá againn a bheith mar ollscoil feabhais, deiseanna agus tionchair, agus lámh láidir a bheith againn i ngach ceann de na trí ghné seo.

Léigh anseo le haghaidh breis eolais faoi thodhchaí Ollscoil Mhá Nuad: <https://strategy.maynoothuniversity.ie/?lang=ga>

Our Strategic Plan sets out an ambition to be an excellent place to learn and work, and an inclusive community where students and staff can flourish and make a distinctive contribution to the national system of higher education and the public good. Achieving this requires staff to have a strong sense of connection to the University and support from colleagues. We recognise that our people are our greatest resource and actively seeks to attract, develop, and retain a talented workforce by creating a positive and welcoming University environment. As well as offering a competitive salary, access to a public sector pension scheme, and annual leave allowance, the University also provides other facilities and benefits including, but not limited to:

- Family-friendly leave schemes
- Tax Saver travel scheme and Cycle to Work scheme
- On-campus crèche
- On-campus restaurants and coffee shops
- Employee Assistance Programme
- Health and Well-Being programmes
- Education support opportunities
- Continuous Professional Development opportunities, including leadership programmes, mentoring, Aurora programme.
- Study and Exam leave
- Sports facilities and gym

To learn more about being part of the Maynooth University team, please visit our website at <https://www.maynoothuniversity.ie/human-resources/come-work-with-us>

Selection and Appointment

- Only shortlisted candidates will be invited to attend for interview;
- Candidates invited for interview will be required to make a brief presentation;
- Appointments will be approved by the President based on the report of the selection board;
- It is anticipated that interviews will be held during October 2025;
- The appointment is expected to be effective as soon as possible thereafter.



Equality and Diversity

Maynooth University actively works to ensure equality, celebrate the diversity of our community, and promote inclusion. To learn more about our commitment to Equality and Diversity, please read the Maynooth University [Equality and Diversity Policy](#) / [Polasaí Comhionannais agus Éagsúlachta](#), our policy on the [Employment of People with Disabilities](#), and our [Gender Equality Action Plan 2023-2026](#). We aim to reflect the diversity of the community we serve and welcome applications from all individuals across our society.

Terms and Conditions

Tenure	This a full-time, permanent post.
Salary	Salary scale (2025): €45,258 – €54,987 p.a. (7 points) Appointments will be made in accordance with public sector pay provisions.
Hours of work	A 35-hour working week is in operation in respect of full-time positions (pro-rated for part-time positions). This can be reviewed or adjusted from time to time through national agreements.
Location	The place of work is the campus of Maynooth University, Maynooth, Co. Kildare.
Annual Leave	Annual leave and public holidays are provided for in the University policy: https://www.maynoothuniversity.ie/human-resources/policies/annual-leave-policy Annual leave will be allocated on a pro-rata basis for part-time and temporary positions.
University policies and schemes	Employees of the University will be subject to the terms of the University policies and schemes, available on the University website at: https://www.maynoothuniversity.ie/university-policies https://www.maynoothuniversity.ie/human-resources/policies
Pension	This is a pensionable post. Employees of the University will enter into a public sector pension scheme, and as such, applicants must ensure they are eligible to become a member of a public sector pension scheme for the duration of the appointment. Details of the public sector pension schemes are available at: https://www.maynoothuniversity.ie/human-resources/pension-information
Eligibility	Applications from non-EEA citizens are welcomed. Applicants should note that eligibility is determined by the Department of Enterprise, Trade and Employment. Further information regarding eligibility is available at: https://enterprise.gov.ie/en/what-we-do/workplace-and-skills/employment-permits/employment-permit-eligibility/ Non-EEA applicants are responsible for ensuring they can secure a visa to travel to Ireland. Any offer of employment is conditional on applicants securing the appropriate employment permissions.



	<p>Former Irish Public Service employees - Certain Restrictions on Eligibility</p> <p>Eligibility of applicants formerly employed by an Irish Public Sector body, and who availed of an Irish Public Service Redundancy or Incentivised Retirement Scheme under the Schemes below, may be affected:</p> <ul style="list-style-type: none"> • Collective Agreement: Redundancy Payments to Public Servants • Incentivised Scheme for Early Retirement (ISER) • Department of Health and Children Circular (7/2010) • Department of Environment, Community & Local Government (Circular Letter LG(P) 06/2013) <p>Applicants should ensure that they are eligible to be re-engaged in the Irish Public Service under the terms of such Schemes. Applicants should address queries with their former Irish Public Sector employer.</p>
Garda vetting	Garda vetting or clearance may be required by the University.
Medical	The University may require a medical examination as a condition of employment.

Data Protection Law

Applications to the University will be treated in accordance with the University Data Protection Policies. For information on the University's Data Protection Policies and Privacy Notice, please see our website: <https://www.maynoothuniversity.ie/data-protection>

Application Procedure

Closing Date:

23:30hrs (local Irish time) on **Wednesday 24th September 2025**.

Please note all applications must be made via our **Online Recruitment Portal** at the following link:

<https://www.maynoothuniversity.ie/human-resources/vacancies>

Applications must be submitted by the closing date and time specified above. Any applications which are still in progress at the closing time on the specified closing date will be cancelled automatically by the system.

Late applications will not be accepted.

Maynooth University is an equal opportunities employer

The position is subject to the Statutes of the University

