

Patrick Layton

Education

University of the Peloponnese | Kalamata, Greece October 2020

Masters of Science: Cultural Heritage Materials and Technologies

Brigham Young University | Provo, UT April 2013

Bachelor of Science: Recreation Management

Work Experience

Hamilton Library | University of Hawaii, Manoa, Hawaii

Circulating Collection Care Specialist; Preservation

February 2020–July 2021

- Organized the workflow of materials entering and leaving preservation
- Communicated with outside contracts about logistics and scheduling
- Trained student employees on preservation aspects and hand work
- Communicated proper book and collection care with the community
- Created custom housings such as 4-flap boxes, clamshell, and lidded boxes
- Managed the commercial binding operations
- Cared for the circulating collection of books including:
 1. Managing the flow of materials into and out of the Book Lab
 2. Kept track of the items in the lab
 3. Ordered materials for the Book Lab
 4. Completed repairs for items

Missouri State Archives | Jefferson City, Missouri

Conservator; Local Records

August 2019–January 2020

- Completed paper conservation treatments on historic records
- Compiled treatment proposals and generated completed treatment reports
- Created custom housings
- Organized the workflow of materials entering and leaving preservation
- Communicated proper book and collection care with the community
- Gave advice to field archivists on how to best approach materials

Harold B. Lee Library | Brigham Young University, Provo, Utah

Book Repair Assistant Supervisor

September 2013–March 2018

- Operated and oversaw commercial binding workflow
- Helped create a new bindery at BYU
- Trained and supervised student employees on appropriate book and paper repairs
- Monitored materials budget and vendor contracts
- Fostered closer, more consistent communication with subject selectors
- Upgraded workflow processes to facilitate a more efficient workflow

Harold B. Lee Library | Brigham Young University, Provo, Utah

Book Repair Technician

April 2009–September 2013

- Executed repairs necessary for repairing books and paper in the circulating collection
- Created music binding training manual
- Mentored fellow students on work processes

Book Repair Skills

- Japanese paper mends
- New case bindings
- Reuse original case
- Strip binding
- Encapsulation
- Stiffen covers
- Heat set tissue repairs
- Rebacks
- Split board binding
- Internal cloth hinge repairs
- Mylar jackets
- LBS pamphlet binding

Internships and Professional Development

Harold B. Lee Library Conservation Lab

September 2013–Present

Professional Development Workshops

- Washing flat artwork and textiles
- Miniature book binding
- Historic models
- Leather paring
- Conservation paper repairs
- Toning tissue
- Mounting books for exhibit
- New methods of rebacking
- Spine repair
- Custom enclosures

The South African Institute for Heritage Science & Conservation

October–December 2015

Academic Internship in Conservation

- Washing, bleaching and sizing artwork
- Dry cleaning
- Wet paper mends

Volunteer Experience

Provo City Parks and Recreation | Provo, Utah

Community Volunteer

August 2010–2013

Supervised over 20 volunteers for Provo City's Countdown Celebration
Won the CURPA Citizen Volunteer Award for top Provo volunteer in 2011
Oversaw the 2011 New Year's Eve Festival

Pleasant Grove High School | Pleasant Grove, Utah

Volunteer Frisbee Coach

October 2011–January 2017

Organized matches between high school teams
Coached Pleasant Grove High School's Ultimate Frisbee team for 5.5 years

Other Skills

Computer: Word, Excel, Outlook, PowerPoint, InDesign, Photoshop, Illustrator, G.I.S