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| **Job Title** | Assistant Librarian (part time, maternity cover) |
| **Reports to** | Deputy Librarian |

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| **Job Purpose**  Catalogues library collection items to international standards as part of the library’s aim to complete a major cataloguing project in the next two years; assists with other collection management projects, interpretation and promotion of the library’s collections, and with the library’s public services. |

**Key Tasks and Responsibilities**

Key responsibilities:

Cataloguing and collection management

* Cataloguing 16th-21st-century materials to MARC21, AACR2, DCRM(B) and LCSH standards, including editing and enhancing existing records; cataloguing other library materials as appropriate.
* Contributing to rationalisation and review of storage arrangements and rehousing of library materials in storage areas
* Identifying and prioritising conservation/preservation needs, in consultation with other library staff and the Collections Care Conservator

Public services

* + Shared responsibility for reader services and enquiry service
  + Shared responsibility for covering the main library office regularly as part of a rota (acting as first point of contact for visitors and telephone enquiries)
  + Supporting teaching and visits including special events such as the College’s St Andrew’s Day and Fourth of June open days
  + Contributing to displays and exhibitions
  + Supporting digitisation projects
  + Contributing content to Collections social media and publications (web and print)
  + To undertake any other duties as may reasonably be required of you in the post
  + Commitment to equality, diversity & inclusion
  + Commitment to safeguarding and promoting the welfare of children

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| **Skills and Competencies Required** |
| Essential:   * A librarianship qualification or relevant practical experience * Knowledge of MARC21, AACR2, DCRM(B) and LCSH cataloguing standards * Experience of library cataloguing of special collections materials * Good IT skills, including basic to intermediate ability in Microsoft Office suite * Ability to work efficiently and accurately and to complete tasks by set deadlines * Good communication skills * Ability to skim and understand an extensive and varied range of material * Demonstrable interest in at least one of the collections’ areas of strength   Desirable:   * Understanding of preservation and conservation management in libraries * Experience of using rare books and/or manuscripts in exhibitions and/or engagement or outreach projects * Familiarity with CollectionsIndex+ (training will be given) * Customer service experience   **Personal Qualities**   * Ability to work successfully both independently and within a team * Commitment to continued professional development * Imaginative, enthusiastic, flexible, adaptable and efficient * Commitment to promoting the collection in a variety of contexts |
| **Working Pattern**  This is a part-time post (21 hours per week). It is available from October 2021 as a maternity cover.  Occasional evening and weekend work will be required to support the library’s activities. Compensatory time off in lieu will be given for such work. | |
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