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| **Job Title** | Assistant Librarian – Special Collections (Part-Time, Maternity Cover) |
| **Reports to** | Deputy Librarian |

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| **Job Purpose**  Assists with the cataloguing, interpretation, promotion and management of the library’s collections and assists with the library’s public services. Ideally, takes special responsibility for archival materials. |

**Key Tasks and Responsibilities**

Key responsibilities:

Collection management

* + Appraising, processing and cataloguing new acquisitions
  + Cataloguing library materials including enhancing existing records
  + Identifying and prioritising conservation/preservation needs, in consultation with other library staff and the Collections Care Conservator
  + Contributing to rationalisation and review of storage arrangements and rehousing of library materials in storage areas

Public services

* + Shared responsibility for reader services with Library Curator (including coordinating reader services and library displays in advance of days not working)
  + Overseeing enquiry service for the library’s modern collection
  + Contributing to exhibitions (drawing from all areas of library collections)
  + Supporting teaching and visits with special focus on modern collections and archives
  + Supporting digitisation projects
  + Contributing content to Collections social media and publications (web and print)
  + Taking responsibility for covering the main library office regularly as part of a rota (acting as first point of contact for visitors and telephone enquiries)

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| Special responsibility for archives in College Library collections   * + Cataloguing archival collections, including enhancing existing records   + Interpreting of archives through teaching, visits, exhibitions, articles, etc.   + Playing a key role in donor relations with existing and potential donors of archival material   + Representing the library within the literary archive sector   + Liaising with College Archivist and Deputy/College Librarian in efforts to improve cataloguing software and OPAC   **Skills and Competencies Required** |
| The ideal candidate will have an understanding of both archival and library standards and practices. Given the nature of the role working with archival materials in a library setting, we are prepared to consider strong applicants with a background in either archives or libraries, who will be evaluated in light of the following criteria:  Essential:   * An archives or librarianship qualification or relevant practical cataloguing experience * Knowledge of ISAD(G) and GLAM (Group for Literary Archives & Manuscripts) cataloguing guidelines, and/or knowledge of MARC21, AACR2, DCRM(B) and LCSH cataloguing standards * 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 or knowledge of 19th- and 20th- century British literature and history   Desirable:   * Knowledge of both library cataloguing and archival description standards as above * Experience of arranging and describing archival collections, and experience of electronic archival cataloguing. * Experience of library cataloguing of special collections materials (printed and manuscript) * Familiarity with CollectionsIndex+ (training will be given) * A first degree (or equivalent) in English literature or other discipline relevant to the modern collections * Understanding of preservation and conservation management in libraries and archives * Experience of using archives, rare books and/or manuscripts in exhibitions and/or outreach/engagement projects   **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**  You will be working 52 weeks per year on a part-time basis for maternity cover, (starting November 2020).  The position comprises of 21 hours per week. | |
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