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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
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| **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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