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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
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| **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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