### Job description and person specification

|  |  |
| --- | --- |
| Job title | Librarian and Archivist |
| Salary | FTE £29,000Actual £17,400 (60% fte) |
| Hours | 21 hours per week on average with flexibility for varying hours between term time and holiday |
| Location | Cuddesdon |
| Reporting to | Bursar |
| Key relationships | Academic Dean (for acquisitions), pathway directors, academic staff |
| Budget responsibilities | Book and journal purchasing/subscriptions, including online resources, Heritage subscription, College credit card |

|  |
| --- |
| **Summary, purpose and objectives of the role** |
| The postholder is responsible for all aspects of the day-to-day management and administration of the library. The postholder oversees the College archive, including answering enquiries about the College archives and supervising any visitors who come to look at archival material.   |
| **Main duties and responsibilities** |
| Reference Services and Research Skills Provision:* Assist library users in finding the information resources they need (e.g. printed books, e-books, e-journals and other online resources)
* Reader inductions (includes tours, use of self-issue terminal, accessing e-books, etc.)
* Publicise and promote services and resources as necessary

Collection Development, in close consultation with the Academic Dean:* checking subject reading lists against library stock
* ordering new stock from suppliers
* processing classifying and cataloguing new material
* liaising with Durham Common Awards team for ebook acquisitions
* liaising with the Academic Dean to assist in developing strategies that ensure that library collections and services meet the teaching and learning needs of the College

Oversee management of the day-to-day running of the library rooms, ensuring:* Library users adhere to the library rules
* desk spaces are cleared
* equipment is used correctly and safely

Manage the circulation system, in particular:* ensuring the correct circulation rules are in place for term time/vacation borrowing periods
* processing overdues, recalls and reservations
* responding to enquiries concerning missing, lost or offsite items, administrating fines

Supervision and training of volunteers (where necessary), including delegating tasks as appropriateReclassification of subject sections as appropriate and updating catalogue recordsManage annual library stock checkRespond to and manage offers of donated books (due to storage limitations donations should only be accepted where they enhance the quality and range of the library stock)Undertake continuing professional development activities (including attendance at training courses, conferences, meetings of ABTAPL, etc.)Add new material to the College archives and answer enquiries. Supervise visitors who come in to look at items from the archives for research purposesContribute to the leadership of the library, including advising the Academic Dean on the development of library strategy; working with the Bursar to set an annual library budget; working with the Bursar to develop space and fabricEnsure the College is compliant with copyright requirements by circulating information to academic staff about the correct procedures and recording requirements, checking the copyright status of all scans and other material uploaded on the Moodle VLE and ensuring removal where necessary and submitting the annual CLA return. Support associate tutors with copyright related procedures.The post holder may be required to undertake other duties at the direction of the Bursar.  |
| **Summary Terms & Conditions****Hours**: Normal working day is 7 hours (9am to 5pm with an unpaid lunch break). You will be expected to keep your working hours flexible to a reasonable extent, depending on the needs of the College – for example working later on Tuesdays to meet the needs of part time students. This will include occasional weekend and bank holiday working. At times the needs of the College will require these hours to be modified and you will be expected to vary your hours of work accordingly. **Salary**: FTE £29,000, actual 60% fte £17,400.**Pension**: You will be entitled to membership of a Church of England Pension scheme to which the College contributes 6.5% of basic pay and the employee is required to contribute a minimum of 1.5%.**Contract**: This is a permanent role subject to satisfactory completion of a three month probation period.**Holiday**: You will be entitled to 6 weeks annual (pro rata) leave in addition to bank holidays. Annual leave will not normally be granted during term time. You will be required to take up to a week of annual leave during each of the Christmas closed periods.**College Meals:** You will be entitled to join students and staff for free lunches in the College dining room during term time when the kitchens are open.Ripon College Cuddesdon is committed to safeguarding and ensuring the welfare of children and adults. This is a responsibility that is shared by all staff. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment. We have safeguarding policies in place which staff are expected to read at induction and keep up to date with any policy changes throughout their employment and/or volunteering experience. Regular training is provided. |

| **Person Specification** |
| --- |
| **Qualities** | **Essential** | **Desirable** |
| **Qualifications**  | Educated to degree level | Professional library qualification  |
| **Knowledge and experience** | Experience of managing and developing an academic libraryExperience of working with an automated library system | Theological library experienceKnowledge of the Heritage library management software |
| **General skills & aptitudes** | Ability to assess books for classificationSufficient numeracy for budget managementWell organised and able to plan aheadAbility to establish and sustain good relationships with staff and students | Knowledge of professional standings, including cataloguing standards |
| **Job-specific skills & aptitudes** | Good Microsoft office skills – word, email and spreadsheetsGood communication skills both oral and writtenUnderstanding of copyright law and use of CLA online copyright checking tools |  |
| **Personal attributes** | Friendly, reliable, patient, good communicatorAble to work independently and keep calm under pressureSympathy with the College ethos |  |
| **Circumstances** | Flexibility with hoursAble to work occasional Saturdays and evenings |  |