



MAGDALENE COLLEGE
CAMBRIDGE



**Special Collections Librarian and Deputy Pepys
Librarian**

**Candidate Information Pack
August 2026**

About us

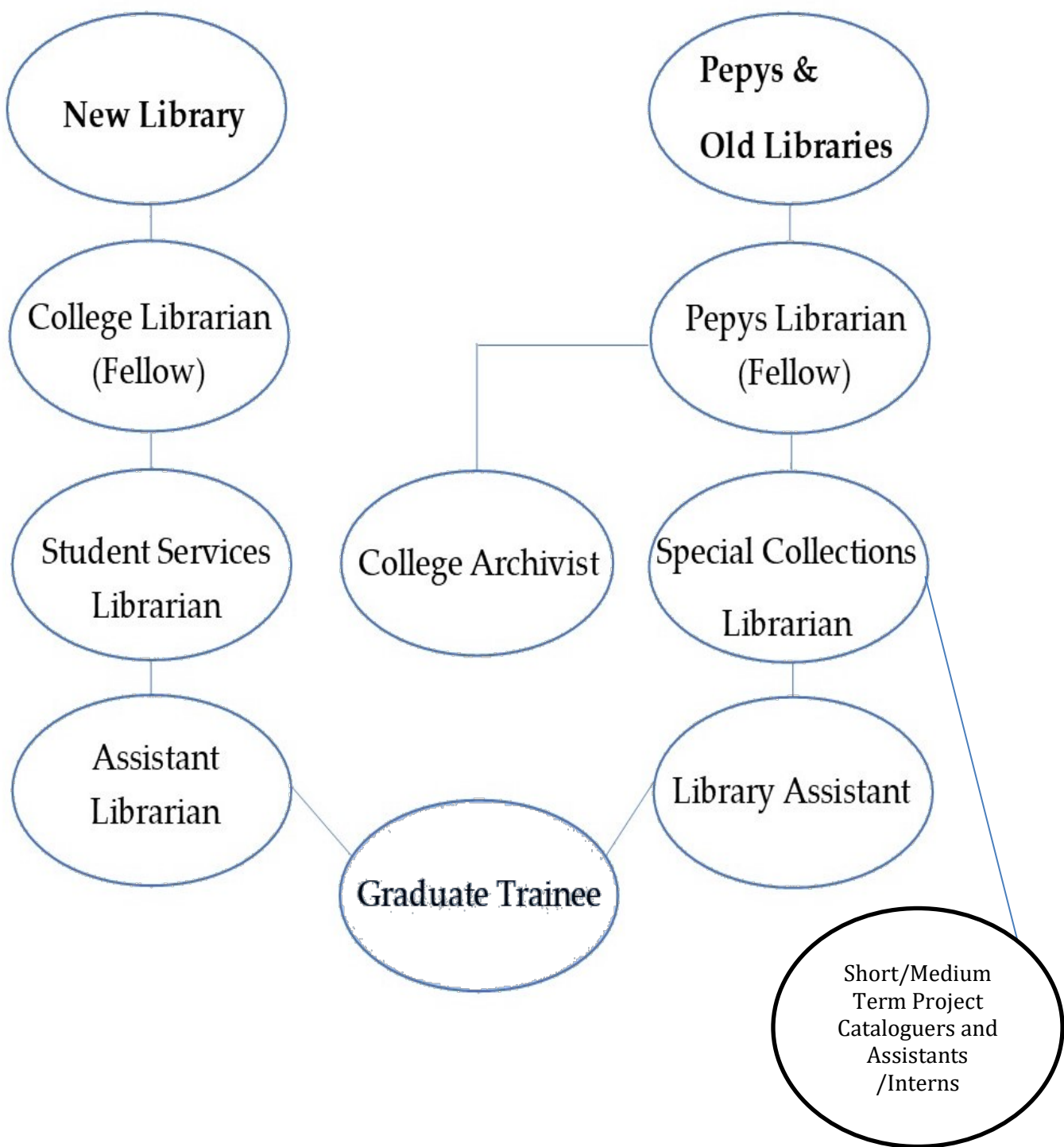
Magdalene College is one of the ancient Colleges of the University of Cambridge. It was originally founded in 1428 and re-founded in 1542. Although we are rightly proud of our history, we are a thoroughly modern and forward-looking College. We have developed a strong programme in the Sciences alongside traditional strengths in Arts subjects and the first priority for students is academic work. However, there is also a thriving extracurricular life in the College and we take pride in the high level of pastoral care offered to junior members. There are around 600 undergraduate and postgraduate students, and just over 100 Fellows and the Master who together make up our warm and thriving College community.

The College occupies a delightful riverside site and has an eclectic range of buildings dating from the fifteenth to the twenty-first centuries, including the Pepys Building and the Stirling award-winning New Library.

Further information is available from the College's website <http://www.magd.cam.ac.uk/>



Department information



Magdalene College currently has three libraries (The College Library, The Pepys Library and The Old Library) and in addition an archive. The advertised post concerns the Pepys Library, Old Library and any special collections. The Old Library is housed within the historic setting of First Court. The Pepys Library is within the Pepys Building which is currently nearing the end of a substantive restoration project which has renovated the whole building. As a result of this there are new and enhanced areas for scholars and visitors. It is hoped that the new post holder will be part of the team moving the collection back into this building. The postholder will also be responsible for any other special collections obtained by the College.

The College Library (New Library) is open to all College members 24 hours a day, seven days a week. It houses the main teaching collections and provides an outstanding working space for 130 readers.

The Pepys Library is the personal collection of 3000 books left to the College by Samuel Pepys in 1703. It is located on the middle floor of the Pepys Building and is open to visiting scholars members of the public.

The Old Library is the historic library of the College and holds our manuscripts and print special collections.

The College Archive (New Library) contains a range of materials relating to the history of the College.



Role Summary

The post holder is responsible for the day to day running of the Pepys Library, Old Library and Special Collections. This involves overseeing the collections, security and day-to-day operations of the College's historic libraries in accordance with best practices along with assisting the Pepys Librarian and Keeper of the Old Library in promoting a culture of public outreach and scholarly research in the College's historic libraries. Specific duties include managing reader services, development of reader resources, overseeing the arrangements for security and conservation of the collections, managing the opening of the library to the public, and working with the Pepys Librarian on strategic planning of the Libraries' development.

The post holder line manages and supervises staff, including the Libraries Assistant and temporary staff which might include cataloguers, interns and/or trainees; and also supervises on a day-to-day basis any volunteers in the libraries.

The post holder is responsible to the Pepys (Fellow) Librarian/Keeper of the Old Library.



Job Description

Main Duties and Responsibilities

Please note that the duties are not listed in order of priority or frequency and are not exhaustive but to give an illustration of the role.

1. Providing and developing reader services in the historic libraries of the College, assisting students, Fellows, staff and external researchers with their enquiries about manuscripts, printed materials or online resources.
2. Actively to build up a knowledge of the collections so as to answer enquiries from researchers.
3. To facilitate appropriate access by readers to the collections; to ensure that readers are assisted in their work, with guidance as necessary in the handling of rare or fragile materials, and with appropriate invigilation; and to maintain the calendar of research appointments.
4. Liaising with the Pepys Librarian in planning the annual programme of special collections conservation work, and liaising with the Cambridge College Conservation Consortium (CCCC). Co-ordinating with the College development office in maintaining the 'back a book' fundraising initiative for conservation work.
5. Liaising with the College conservators, and other rare books specialists, and with professionals as required, to maintain the condition of the books, other items, furniture and fittings of the historic libraries and assisting the Pepys Librarian in the planning of restoration and maintenance projects.
6. Working closely with the Pepys Librarian in delivering major projects in the historic libraries, including the movement of the Pepys Library back into the Pepys Building upon the conclusion of major restoration work in 2026, and the reopening of the library in 2027.
7. Responsibility for the purchasing and processing of new accessions to the scholar's reference library.
8. Liaising with Directors of Studies and others over visits by students.
9. Overseeing the provision of images through photography and scanning (including liaising with the college's professional photographer). Management of the Image Library, including overseeing the work of the library assistant in labelling images and liaising with the College finance office to create invoices, providing images appropriately, such as via Dropbox, CDs or email.
10. Liaise with the Pepys Librarian and Keeper of the Old Library in regard to the annual budget for the historic libraries, including the identification of additional budgetary needs for the following financial year.
11. Line managing, training and supporting the Library Assistant and, in co-ordination with the Student Services Librarian, the Library Graduate Trainee. Supervising any volunteers/student helpers/casual assistants and interns and assessing future staffing needs. Supervising and designing internship programmes.
12. Liaising with the College IT team for the development of the use of information technology in the Pepys Library and Old Library.
13. Responsibility for the day to day supervision of cataloguing projects and advising the Pepys Librarian about improvements to the provision of digital and other resources. Cataloguing the libraries' collections in accordance with DCRM(B), MARC 21, AACR2/RDA, with LCSH subject headings, and supervision of

cataloguing projects as necessary.

14. Assist in planning and delivering schools and public outreach events and exhibitions that promote knowledge of the College's special collections. Organising and leading library tours for the public, including school groups, assessing staffing needs for tours, and assisting the Pepys Librarian to arrange and run academic events such as conferences and visits by specialist groups.
15. Maintain a web presence for special collections on the College website, including the blog-style 'library news' pages. Contribute to the Library's social media offering, by suggesting collection material to feature and writing accessible content.
16. Support the Pepys Librarian and Keeper of the Old Library in the development of a digitisation strategy for special collections.
17. Recording statistics of Library use to inform future developments and to provide statistics the College and for outside bodies as required.
18. Assisting the Pepys Librarian in the mounting of exhibitions and displays, and the preparation of printed materials relating to the collections. Preparing educational and publicity material and coordinating the loan of items to and from other institutions including the couriering of items nationally and internationally.
19. Organising stock-checks and book moves as might from time to time be required, and managing the movement of items between the historic libraries, store rooms etc., for readers, the photographer and others.
20. Management of the sale of books and postcards, and management of the payment for tours and permissions, and donations. Liaising with the College Office for the production of invoices.
21. Assist the Pepys Librarian and Keeper of the Old Library in negotiating with potential donors for gifts and bequests to the Special Collections, working within the Library's donations and collection development policies.
22. Liaising with donors over receipt and transport of gifts.
23. Liaising with the Maintenance Manager to ensure the proper maintenance of the library building and with the Housekeeping team to ensure the historic Libraries are kept clean and fit for purpose. Monitoring the climatic conditions in the historic libraries.
24. Arranging and conducting visits for students, Fellows, Old Members and other visitors, including some out of hours events. Assist in the planning of external and College events in the historic libraries. Assist with requests for filming in the Library in liaison with the Librarian, and oversee and invigilate filming.
25. Managing and reviewing the disaster plan for the Pepys and Old Libraries Library and overseeing health and safety issues in the Pepys and Old Libraries.
26. Continuing professional development, maintaining professional skill-base and representing the College (along with the Student Services Librarian (College Library) at the Cambridge Colleges Library Forum and other external meetings.
27. Working with the College Archivist to ensure the maintenance of the Pepysian Archival material.
28. Attending the College Libraries Committee and liaising with the Student Services Librarian (College Library) to ensure the preparation of paperwork relevant to the historic and special collections.

29. Taking on work in the College Library as required, especially during periods of illness and holiday cover, and any other duties as may be required by the Pepys Librarian.

Person Specification

	Essential Criteria	Desirable Criteria
Education/ Qualifications	A relevant degree at 2.1 level or above Postgraduate library qualification or equivalent experience	Masters in Library and Information Studies Membership of a LIS-related professional organisation (e.g. CILIP) Formal training in historical and descriptive bibliography and/or library qualification
Experience	Experience in a senior role in a rare books library or other relevant academic environment Practical experience of working with special collections Practical experience of cataloguing early printed books; knowledge of rare book cataloguing standards (DCRM(B), LCSH, MARC21) experience of handling fragile original material	Experience or training in conservation Experience managing staff Project management experience Experience of acting as a courier to exhibitions Experience of creatively contributing to exhibitions, publications and/or websites Experience in delivering rare book-related academic and public outreach events
Skills/Ability/ Knowledge	Experience managing budgets Excellent IT literacy Familiarity with image management	Experience of using RFID technology. Experience of overseeing and/or controlling budgets Knowledge and experience of managing an LMS Knowledge of sixteenth-century palaeography Interest in and knowledge of early modern European print culture and wider historical issues relating to it.

Personal Qualities/ Attributes	Ability to work as part of a team and independently Helpful manner and good attitude Good organisational abilities Accuracy and attention to detail Ability to work with students, and with Fellows and staff Excellent listening skills as well as verbal and written communication skills using a variety of communication methods (face-to-face, telephone, letters, reports) including the ability to communicate complex ideas to a wide range of audiences. Ability to work to deadlines, with changing priorities, and remaining calm under pressure Ability to work on own initiative Desire to develop knowledge and skills as the needs of the libraries change	Proven interest in the history of books
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Remuneration and Benefits

Remuneration

The post is offered on a salary up to £40,460 per annum (point 42 on the College pay scale)

Duration & Hours of Work

The hours of work are 36.25 hours per week.

Holidays

The College offers full time members of staff 33 days leave a year, including bank holidays.

Pension

The post holder will join the College's auto enrolment pension scheme with generous additional contribution options on completion of probationary period.

College Facilities for Staff

Staff are able to use the College gym which consists of a weights gym and a room with cardio equipment. The College also has a squash court and Eton Fives court, these can be booked through the Porters Lodge. Basketball, tennis and volleyball courts along with football astro pitches can be booked through St John's College.

Magdalene is registered with Cyclescheme, a tax-efficient scheme for buying a new bicycle.

During the summer staff may use the College punts for up to two hours. These should be booked through the Porters Lodge.

The College has a social committee who run events for staff, including the annual day trip which is open for all staff to attend.

Meals

All staff working a shift of a minimum of 4 hours per day are eligible to take a free lunch. This includes permanent staff and those on a fixed term contract. The value of the meal is up to £7.20 per day which equates to over £1400 per year for those working in College 5 days a week

Family Friendly policies

The College offers enhanced maternity, paternity and adoption pay as well as generous sick pay for those who have more than six months service. This is in addition to the flexible working policy. More details on all of these are in the staff handbook.

Staff are eligible to use the Tax-Free Childcare scheme recently introduced by the government to replace Childcare Vouchers.

Benefits

The college offers a range of benefits, including:

- Group Life Assurance.
- Help@hand Portal where you can access remote GP appointments, medical second opinions, savings and discounts, financial support and much more.

- Wellbeing classes such as pilates and yoga.
- Flu jabs.
- College pension contributions of up to 12%.
- Eye tests with Specsavers.

Probationary Period/Notice

There will be a notice period of three months and a four month probation period.





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