Assistant Librarian – College Library

Candidate Information Pack

20 June 2023
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 award winning New Library.

Further information is available from the College’s website [http://www.magd.cam.ac.uk/](http://www.magd.cam.ac.uk/)

Department Information

Magdalene College has three libraries (The College Library, The Pepys Library, and The Old Library and an archive. The advertised post concerns the College Library, now housed in a state-of-the-art building known as the New Library. The New Library officially opened in July 2022 and was awarded the RIBA Stirling Prize in October 2022. Apart from the College’s working library, the building also contains the College Archives and the Robert Cripps Gallery, which are separately managed.

**The College Library** (New Library) is open to all College members 24hrs a day, 7 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 and members of the public.

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

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

Role Summary

The Assistant Librarian will join a small, friendly team in the College Library. They will report to the Student Services Librarian and support them in the day to day running of the College Library and deputise in their absence.

This role would be suitable for a professional librarian looking to develop their career in an academic library. With a new library building and a new team we are looking for an individual with enthusiasm, a flexible approach with a willingness to try new ideas, and a commitment to developing the library services.

With the library established in a new building there are also several major projects to undertake relating to collection development, classification, and the processing of donations; experience in similar projects would be an advantage. The role also encompasses reader services, circulation duties and some acquisitions work.

While there may be occasional opportunities to participate in joint projects with the Pepys & Old Libraries’ team please note that this role is focused on the modern library service.
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.

Reader Services
- Staff the reception desk and respond to enquiries in person, by telephone and by email. Provide assistance to readers in all aspects of the using the library.
- Assist the Student Services Librarian in designing induction sessions and inducting new users in the Library.
- Assist the Student Services Librarian in supporting student wellbeing, including adapting services for students with supporting documents.
- Promote library services through communications, the library’s website and social media.
- Assist in tours, events and outreach work.

Circulation
- Use the Library Management System (Alma) to process loans, returns, requests and overdue items.
- Use CLiPS and Alma to amend user records and keep these up to date.
- Investigate missing items and data from the security gates.
- Process and shelve returned items.

Acquisitions and Collection Management
- Assist the Student Services Librarian in selecting acquisitions by checking reading lists, publisher catalogues, new editions etc. and fulfilling student recommendations
- Process new acquisitions, including labelling, covering, stamping and adding RFID tags.
- Assist in a project to update and expand the library’s collections.
- Assist in processing the backlog of donated items. Also, to provide help with the preparation of donors’ letters, bookplates and the presentation list, including administration of the new Family Book Fund scheme.
- Create displays to promote resources available to Library users.
- Assist with the annual stock check, book moves, the relegation of items to reserve stock and the disposal of weeded books.
- Monitor wear and tear and undertake minor book repairs.

Cataloguing and Classification
- Original and copy cataloguing of items on the Alma library management system (LMS) to full RDA/AACR2 and MARC21 standards in line with the Cambridge bibliographic standard.
- Update and amend holdings and items.
- Classify items and assist the Student Services Librarian in a project to revise and update the in-house classification scheme.
**General Duties**

- To be responsible to the Student Services Librarian and to deputise in their absence.
- Day to day supervision of the Graduate trainee and any volunteers.
- Help the Student Services Librarian to maintain rules, a good working environment and health and safety standards in the library.
- Occasionally supporting the work of the Old Library, Pepys Library and Archives, including shared projects.
- Maintain awareness of developments in academic libraries and actively seek professional development opportunities, including involvement with the wider Cambridge Libraries community.
- Any other duties as may be required by the Student Services Librarian and College Librarian.
# Person Specification

<table>
<thead>
<tr>
<th></th>
<th><strong>Essential Criteria</strong></th>
<th><strong>Desirable Criteria</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education/Qualification</strong></td>
<td>A good honours Degree</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A postgraduate qualification in librarianship or information management (or equivalent experience at a professional level in an academic library).</td>
<td></td>
</tr>
<tr>
<td><strong>Experience</strong></td>
<td>Experience of work in libraries, preferably including an academic library.</td>
<td>Experience in a customer facing role.</td>
</tr>
<tr>
<td><strong>Skills/Ability/Knowledge</strong></td>
<td>Practical experience of cataloguing modern items using AACR2/RDA, MARC21 and LCSH.</td>
<td>Experience of using the Alma Library Management System</td>
</tr>
<tr>
<td></td>
<td>Practical experience of classification.</td>
<td>Experience in collection development and reclassification project work.</td>
</tr>
<tr>
<td></td>
<td>Excellent communication skills with the ability to engage positively with a broad range of people in a workplace context and to deal sensitively with issues.</td>
<td>Experience of using social media and writing for the web for work purposes and designing promotional materials.</td>
</tr>
<tr>
<td></td>
<td>Ability to work cooperatively as part of a small team and to work unsupervised on routine tasks and project work.</td>
<td>Supervisory experience.</td>
</tr>
<tr>
<td></td>
<td>Flexible and adaptive approach to duties including the ability to prioritise and work under pressure to deadlines.</td>
<td>Experience of organising outreach events and participating in visits and tours.</td>
</tr>
<tr>
<td></td>
<td>Ability to record and organise information accurately and pay attention to detail.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Proactive in raising new ideas and making suggestions to develop library services.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Willing to attend courses and training as required by the developing needs of the library and to seek professional development opportunities.</td>
<td></td>
</tr>
</tbody>
</table>
Remuneration and Benefits

Remuneration
£28,620 per annum

Ongoing Professional Development
Magdalene College is supportive of ongoing professional development. It is a priority for all team members to value and enjoy keeping up to date with industry developments and examples of excellence. You are encouraged to attend webinars and seek out other professional development literature and events, sharing best practice with the whole team.

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. This is pro-rata for those who are not full time.

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 £5.90 per day which equates to over £1300 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.

Probationary Period/Notice
There will be a notice period of two months.
How to Apply
Please download and complete both parts of the application form from https://www.magd.cam.ac.uk/about/vacancies/non-academic.

Send your completed application by email to the HR Manager, Hannah Millward, at hr@magd.cam.ac.uk.

The College postal address is: HR, Magdalene College, Magdalene Street, Cambridge CB3 0AG

Enquiries
Further enquiries about your application may be made by email to the HR Manager, Hannah Millward, or to line manager Ms Lauran Richards lr463@cam.ac.uk.

Closing Date
10 July 2023

Interviews
Interviews for shortlisted candidates will be held on 20 July 2023.