Library Graduate Trainee – College Library

1 year fixed term post

Candidate Information Pack

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/

Department Information
Magdalene College has three libraries (The College Library, The Pepys Library, and The Old Library), and in addition 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 Graduate Trainee will join a small, friendly team in the College Library. This is a fixed-term post, lasting one year, which offers the opportunity to gain experience of working in an academic library. As such, it sets an excellent groundwork for a career in library and information studies. The trainee will mainly provide assistance in a range of day-to-day tasks and project work in the College Library and will make an important contribution to the ongoing work of the library and its development. To gain a broader experience there will also be opportunities to contribute to routine and project work in the historic libraries and archives, along with a specific trainee project tailored to the individual’s interests.

There will also be opportunities to attend training sessions both within the University and externally, and to take part in visits and other professional activities arranged on behalf of the library graduate trainees in Cambridge.

As it is a training post it is most suitable for recent graduates or people new to the profession rather than those who already have extensive library experience or who have already completed a library qualification.
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 in inducting new users in the library.
- Promote library services through communications and social media.
- Assist in tours, events and outreach work and supporting student wellbeing.

Circulation
- Use the Library Management System (Alma) to process loans, returns, requests and overdue items.
- Investigate missing items and data from the security gates.
- Process and shelve returned items.

Acquisitions and Collection Management
- Assist in acquisitions by checking reading lists, publisher catalogues, new editions etc.
- Assist the Student Services Librarian in a project to update and expand the library’s collections.
- Assist the Student Services Librarian in processing the backlog of donated items.
- Process new acquisitions, including labelling, covering, stamping and adding RFID tags.
- Create displays to promote resources available to library users.
- Assist with the annual stock check, book moves and the disposal of weeded books.
- Monitor wear and tear and undertake minor book repairs.

Cataloguing and Classification
- Update and amend holdings and items.
- Assisting with classification and contributing to a project to revise and update the in-house classification scheme.
- Assisting with projects to upload records to AtoM.

General Duties
- Completing a trainee project, contributing to the Graduate trainee website CATALOG.
- Help to maintain rules, a good working environment and health and safety standards in the library.
- Maintain awareness of developments in academic libraries and participate in training and events for Cambridge graduate trainees.
- Any other duties as may be required by the Student Services Librarian.
## Person Specification

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<th>Education/Qualifications</th>
<th>Essential Criteria</th>
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<td>A good first degree (or predicted result if in final year of degree)</td>
<td>Interest in a career in library and information work.</td>
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| Experience                | Voluntary or paid experience in a customer facing role. | Experience of work in a library, archive or related setting. |

| Skills/Ability/Knowledge  | Excellent interpersonal and communication skills. Ability to engage positively with a broad range of people. |
|                          | Ability to work cooperatively as part of a small team. |
|                          | Ability to apply initiative. |
|                          | Flexible and adaptive approach to duties including the ability to prioritise and work under pressure to deadlines. |
|                          | Ability to record and organise information accurately and pay attention to detail. |
|                          | Basic IT skills in MS Office. |
|                          | Willing to be proactive in raising new ideas and making suggestions to develop library services. |
|                          | Experience of using libraries, library catalogues and electronic resources. |
|                          | Experience of using social media and designing promotional materials. |
|                          | Please note: physical fitness is needed to undertake some duties including shelving and book moves. |
Remuneration and Benefits

**Remuneration**
£23,540 per annum

**Duration & Hours of Work**
1 year, fixed term, beginning August 2023. 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.

**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.

**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 one month and a three month probation period.

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
13 July 2023