Magdalene College
CAMBRIDGE

Archivist
Part-Time: 14 hours per week
10 months maternity cover

The College

Magdalene College is a college of the University of Cambridge, admitting students in all subjects, with about 330 undergraduates and about 120 graduate students resident, and approximately 70 teaching and research fellows and lecturers.

Magdalene College has three Libraries and the College Archives, which are presently located mainly in the Pepys Building and in Rooms in First Court. A project to build a new student library and archives centre with greatly enhanced provision is underway, with additional plans to renovate the historic collections, providing exhibition space and reader facilities.

The College Archives are currently located as part of the Old Library in First Court, but on completion of the new library building (estimated to happen in summer 2020), the intention is that the Archives will move to custom-made rooms, with a large storage area and a readers’ room. The Archives contain a range of materials relating to the history of the College, including documents dating back to the Tudor period, photographs, personal papers, and other items. The Archives include documents relating to the College properties and benefactions as well, with commercia agreements, architectural plans and details of donations, historic and present. They are added to routinely and there is also ‘weeding’. There is an Archives Handlist (not currently online). This is at present the main finding aid for materials and is separate from the Old Library catalogue. There is also an Archives store which contains recent acquisitions from various College departments. Usually at least one or two of the exhibitions held each year include Archival material. Recent exhibitions have included one on the mountaineer George Mallory (we hold some of his papers), on the history of the College staff, and on Magdalene explorers, missionaries and diplomats.
The College Library is our working library, used by students and Fellows. The Library supplies resources in the form of books, DVDs, and electronic resources, and provides tranquil, well-equipped working spaces, to assist members of the College in their studies. The 450 students and 70 teaching staff of the College have access 24 hours a day, 7 days a week to the Library; and the Library seeks to purchase core books in all subjects. There is seating currently available for about 65 readers as well as office space for staff. The Library is at present housed in the iconic Pepys Building, in Second Court, but will move to the new library building in 2020, with substantial additional space and excellent facilities for both readers and staff.

The Pepys Library is the collection of 3000 books left to the College by Samuel Pepys when he died in 1703. It is housed on the middle floor of the Pepys Building, along with office space for staff. It is used extensively by scholars and other readers as well as being open to the general public. Pepys Library is open to scholars (by appointment only) from 10am until 1pm and 2pm until 5pm on Monday to Friday. The Pepys Library is open to the public from 2pm to 4pm during University Terms and for the period from the end of the Easter Term until the second week of September. There is a permanent exhibition and special exhibitions are mounted for particular occasions or conferences, such as (recently) Anatomy, Science and the Bible, and Gastronomy. Tours (normally given by the Pepys Librarian) are arranged between 11am and 1pm on weekdays or in the evening. School groups are also pre-booked, and school tours are given usually by the Deputy Librarian.

The Old Library is the historic library of the College dating back to 1428 and houses books, papers and a number of special collections. Containing important collections such as the papers of the Ferrar family (seventeenth-century), of A C Benson (early twentieth century) and of the literary critic I A Richards (twentieth-century) as well as an impressive collection of books and maps from medieval manuscripts to fine printing of the present day, the Old Library attracts readers throughout the year. The T S Eliot, Rudyard Kipling and C S Lewis collections are especially popular. The Old Library is open to the public on advertised occasions and for one or more special exhibitions each term. Recent exhibitions have included ‘Literary Magdalene’, ‘Magdalene Manuscripts: medieval to the present day’ and the ‘Ferrars of Little Gidding’.

Reports to: The Pepys Librarian and Keeper of the Old Library (Dr M E J Hughes)
**Purpose of Job:** To take responsibility for the day-to-day running and conservation of the Magdalene College Archives and also to assist the College in the pursuit of its longer-term strategic goals for the preservation, cataloguing and use of the historic records of the College. Key elements of this role include: the preparation of the Archives for the move to new rooms; the enhancement of provision for the cataloguing and recording of the Archives; the management of requests for images or information; the assessment of the conservation needs of the Archives and the planning of projects to address these requirements; and the support of readers who wish to consult the collection.

**The Library Team:** The Library team currently comprises the Pepys Librarian (Dr Jane Hughes), who is a Fellow in English and President of the College; her Deputy (Miss Catherine Sutherland), who is a professional librarian; the College Librarian (Dr Marcus Waithe), who is a Fellow in English; his Deputy (Mr Tom Sykes), who is a professional librarian; and the Libraries Assistant (Miss Ellie Swire). Mrs Aude Fitzsimons, Fellow-Commoner and former Assistant Librarian, co-ordinates the Friends of the Pepys and Historic Libraries.

**Background:** This post is for the purposes of maternity cover and shall be of approximately 10 months duration.
Main Duties and Responsibilities:

1. Assisting the Pepys Librarian in the aim of opening the historic Libraries and Archives to the public, to readers and scholars, and to members of the College.

2. Regular updating of the Archives handlist and taking a lead in developing future cataloguing projects, especially with a view to making information about the contents of the Archives more widely available.

3. Working with other stakeholders to develop a policy on the digital preservation of the archival records of the College, and to co-ordinate with the College Development Office over fund-raising for this purpose.

4. Responding to requests for information from those within the College and outside in line with the relevant legislation (eg. data protection); liaising with College departments; and where necessary liaising with outside experts appointed by the College to assist in College projects, such as architects, solicitors and others.

5. Working to prepare and helping to oversee the move of the Archives to new rooms in the New Library building.

6. Managing requests for photography or other images from the Archives, including liaising with the finance department to produce invoices for photography and permission fees.

7. Assisting the Library Team in the assessment of donations offered to the College and assisting with preparation of letters to donors to the Archives.

8. Taking a lead in developing plans for conservation projects and working in conjunction with the Cambridge Colleges Conservation Consortium, of which Magdalene is a member, to assess the conservation status of the Archives and to prioritise the work which needs to be completed.

9. Working closely with the Deputy Librarian (Pepys and Special Collections) to allocate the resources available to the College for conservation, and to manage volunteers and occasional staff involved in conservation.
10. In consultation with the Pepys Librarian and other members of the library team, mounting at least one exhibition a year on material from the Archives.

11. Caring for the security of the Archives, including liaising with the Head Porter regarding access to the Archives, and maintaining an appropriate environment in the Archives' rooms for the benefit of the materials and those people who work in these areas.

12. Overseeing the work of any volunteers within the Archives (liaising closely with the Deputy Librarian Pepys and Special Collections, especially while the Archives remain located within the Old Library) and ensuring that health and safety protocol is observed for all those working in the Archives (whether volunteers, employees of the College or members of the public) including lone working and working at heights.

13. Ensuring the day-to-day operation of the Archives is within the agreed budget. Working with the College Office and Bursary to monitor and budget for expenditure.

14. Contributing from time to time to the Libraries’ and Archives’ external presentation, such as authoring webpages and posts on the library blog, and supporting the engagement of the Archives and the Libraries more generally with external audiences.

15. Maintaining and developing professional skills by attending appropriate training courses or networking events as agreed with the Pepys Librarian.

16. Taking a general interest in the libraries of the College, becoming familiar with the procedures and the policies of the Libraries and Archives, and assisting when required within the Library Team.
### Person Specification

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<th>Essential Criteria</th>
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<tr>
<td><strong>Education/Qualifications</strong></td>
<td>Postgraduate qualification in Archives or Records Management</td>
<td>Professional certification with the Archives and Records Association, CILIP, or an equivalent professional body.</td>
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<td><strong>Experience</strong></td>
<td>Experience of work in a comparable archives facility, preferably in an academic setting Good level of knowledge of relevant legislation applicable to the role, such as GDPR and copyright legislation Experience of working with the General Public</td>
<td>Experience of dealing with a wide range of materials such as parchment, paper and photographs</td>
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<td><strong>Skills/Ability/Knowledge</strong></td>
<td>Knowledge of Microsoft Office Competence in an automated cataloguing system</td>
<td>Experience of using a Library Management System</td>
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<td><strong>Personal Qualities/Attributes</strong></td>
<td>Interest in archives, historic libraries and rare books Ability to work as part of a team and independently Helpful manner Willingness to help with the needs of the libraries and archives more widely, especially in an emergency or during very busy periods High standards of reliability and integrity Good organisational abilities Accuracy and attention to detail Excellent listening skills as well as verbal and written communication skills Ability to work to deadlines, and to attend to responsibilities punctually Willingness to attend courses and training as required by the developing needs of the Archives Confidence in working with a variety of people including members of the general public, college staff, external professionals, students and scholars.</td>
<td>Experience in planning and strategy for archives and/or libraries Experience of mounting exhibitions of archival material</td>
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Salary and Conditions

- The post is part-time, 14 hours a week, working Monday 9am to 5.00pm and Thursday 9am to 5.00pm. There is an hour unpaid for lunch. There is some flexibility about the work days, but they should be regular. There will be some overtime opportunities, particularly during the period the archives are being moved.

- The post is offered at a salary of £25,515 FTE (£9,854 per annum).

- 33 days annual leave (inclusive of Bank Holidays), pro rata. Holiday must be taken at agreed times and not normally during term. Bank Holidays falling during term are normal working days.

- Other benefits include a free lunch when on duty (non-contractual), a generous contributory pension scheme, cycle to work scheme, Medicaid scheme, and the use of sports facilities.

- There will be a three month probationary period.

- The post-holder may, subject to meeting the enrolment criteria, be eligible to join the College’s auto enrolment pension scheme at the relevant time, with the option for enhanced employee and employer contributions following successful completion of the probationary period.

How to Apply

Please visit the College website [https://www.magd.cam.ac.uk/about/vacancies/non-academic](https://www.magd.cam.ac.uk/about/vacancies/non-academic) to obtain an application form. Applications from suitably qualified candidates are invited addressed to the HR department (or by email to hr@magd.cam.ac.uk) by 9am on Tuesday 10th March 2020.

Please supply the names of two referees whom you have asked to write in confidence to the Pepys Librarian c/o HR department, Magdalene College. By the same deadline.

Further enquiries may be addressed to the Pepys Librarian, Dr M E J Hughes, on mejh4@cam.ac.uk

*July 2018*