The College

Magdalene College is one of the ancient colleges 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. We have recently completed a project to build a new student library and archives centre with greatly enhanced provision. The New Building comprises a superb working library, an Archive Centre with work room and environmentally-controlled storage (including rolling stacks) and an art gallery. There are additional plans to renovate the historic library buildings in first and second court, which will enhance our Old Library and Pepys Library facilities.

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. Under normal circumstances, 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 150 readers as well as office space for 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. Tours (normally given by the Pepys Librarian) are arranged between 11am and 1pm on weekdays or in the evening and must be pre-booked. School groups are also pre-booked.

The Old Library is the historic library of the College, and 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.

The College Archives is currently in the process of being moved to the new custom-made Archive Centre. The Archives contain a range of materials relating to the history of the College, including documents, photographs, personal papers, and other items. There is an Archives Handlist (not currently online) which is currently the main finding aid for the collection, however the College has recently joined the new Cambridge ‘ArchivesSpace’ Catalogue to enable the discoverability of the collections. Usually at least one or two of the exhibitions held each year include Archival material.

Reports to: The Pepys Librarian

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. This includes the overseeing the removal of the remaining Archives to the new rooms, and developing with the Pepys Librarian plans for the long-term conservation of materials, the enhancement of provision for the cataloguing and recording of the Archives, the management of requests for images or information, management of volunteers, and the support of readers who wish to consult the collection are all key roles.

The Library Team: The Library team currently comprises the Pepys Librarian (Dr Jane Hughes), who is a Fellow; her Deputy (Miss Catherine Sutherland), who is a professional librarian; the College Librarian (Dr Marcus Waithe), who is a Fellow; his Deputy
(Mr Tom Sykes), who is a professional librarian; and the Libraries Assistant (Miss Ellie Swire). In addition there is a summer intern (a role in abeyance in 2021), and short-term researchers in the Colleges’ legacies of enslavement project and the Pepys printed catalogue. Other roles are filled from time to time, such as graduate supervisors (evening invigilation of the College Library), and specialist cataloguers.

**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. The Archivist will commence adding the collection to ‘ArchivesSpace’.

3. Working with other stakeholders to develop a policy on the digital preservation of the archival records of the College.

4. Responding to requests for information from those within the College and outside in line with the relevant legislation; 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. Prepare and implement the continued move of the Archives to the new building, advising the college where necessary, and helping in the equipping of the new Archives.

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, including the Consortium and also the College’s Back-a-Book scheme, and to manage
volunteers and occasional staff involved in conservation. And to assist the Development Office in informing donors of the work achieved.

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, and ensuring that health and safety protocol is observed for all those working in the Archive, (whether volunteers, employees of the College or members of the public) including lone working and working at heights.

13. Planning and managing a budget, in consultation with the Pepys Librarian and with financial officers of the College, to cover the day-to-day operation of the Archives.

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 by 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.

Hours and other details

The hours are as follows:

Monday 9am to 4.30pm
Thursday 9am to 4.30pm

There is an unpaid half hour for lunch.
Lunch on work days is provided in the College cafeteria (Ramsay Hall) free of charge.
There is some flexibility about the work days, but they should be regular.
There will be some overtime opportunities.
Parking is not normally available within College.
### Person Specification

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<th>Education/Qualifications</th>
<th>Essential Criteria</th>
<th>Desirable Criteria</th>
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<tr>
<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>Experience of work in a comparable archives facility, preferably in an academic setting</td>
<td>Experience of dealing with a wide range of materials such as parchment and photographs</td>
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<td>Good level of knowledge of relevant legislation applicable to the role, such as GDPR and copyright legislation</td>
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<td>Experience of working with the General Public</td>
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<td>Skills/Ability/Knowledge</td>
<td>Knowledge of Microsoft Office</td>
<td>Experience of using a Library Management System</td>
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<td>Competence in an archives management system</td>
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<td>Knowledge of or willingness to be trained in ArchiveSpace.</td>
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<td>Excellent communication skills</td>
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<td>Personal Qualities/Attributes</td>
<td>Interest in historic libraries and rare books</td>
<td>Experience in planning and strategy for archives and/or libraries.</td>
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<td>Ability to work as part of a team and independently</td>
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<td>Helpful manner</td>
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<td>High standards of reliability and integrity</td>
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<td>Good organisational abilities</td>
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<td>Accuracy and attention to detail</td>
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<td>Ability to work with students, and with Fellows and staff</td>
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<td>Excellent listening skills as well as verbal and written communication skills</td>
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<td>Ability to work to deadlines, and to attend to responsibilities punctually</td>
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<td>Willingness to attend courses and training as required by the developing needs of the library</td>
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<td>Confidence in working with a variety of people including members of the general public</td>
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### Salary and Conditions

- The post is part-time, 14 hours a week
- The post is offered at a salary from £9,854 - £10,584 for a 14 hour week (£25,513 - £27,407 FTE) according to qualifications and experience.
- 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.
- There will be a six month probationary period.
- The post-holder may be eligible to join the College’s generous contributory auto enrolment pension scheme at the relevant time.

- The post holder will be eligible for free lunches on his or her working days (there is no payment in lieu for meals not taken)

**Enquiries**

Further enquiries may be addressed to the Chair of the Libraries Committee, Dr M E J Hughes, on mejh4@cam.ac.uk

*June 2021*

*Registered Charity No. 1137542*