Magdalene College
CAMBRIDGE

Library Assistant and Invigilator
(Pepys Library and Special Collections)

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 (The New Library, The Pepys Library and The Old Library) and the College Archives. We have recently completed a project to build a new student library (The New Library) and archives centre with greatly enhanced provision. The New Library 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 New Library is our working library, used by students and Fellows.

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. The 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 for six afternoons per week, 2pm-4pm, Monday to Saturday, From October until the second week of September with some seasonal closures over the Christmas and Easter periods. The opening hours on Saturdays differ during the summer (11.30am-12.30pm and 1.30-2.30pm). 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 holds 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:** Deputy Librarian (Pepys Library and Special Collections)

**Purpose of Job:** To assist in the invigilation of the general public and visiting researchers in the Pepys Library and Old Library; assisting with special events including Friends of the Pepys, public tours (given by the Pepys Librarian), and exhibitions.

**The Library Team:** The Library team currently comprises the Pepys Librarian and President of the College (Dr M E J 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 two Libraries Assistants. In addition, there is an Archivist, a programme of interns (who work for five weeks in the summer or Michaelmas Term on a specific project), and short-term researchers in the Pepys Librarian’s 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. Open and close the Pepys Library for the public opening hours and oversee the public while they view the library. This will include supporting the librarians in applying such temporary college or government policies as might be adopted from time-to-time, such as policies on wearing face coverings, limiting numbers or social distancing.

2. Answer questions from the public concerning the Pepys Library and assist with the sale of items at the library’s table of merchandise.


4. Support the Deputy Librarian (Pepys Library and Special Collections) in maintaining the security and safety of the collections, including, ensuring that bags are not taken into the main library room. Assist the Pepys Librarian in weekly pre-booked tours.

5. Process new book acquisitions, such as adding bookplates and shelf numbers.

6. Assist the Pepys Librarian with the ‘Friends of the Pepys Library’ newsletters.

General

7. Undertake relevant training as and when required.

8. Support the Deputy Librarian (Pepys Library and Special Collections) in administrative tasks.

9. Assist from time to time with exhibitions, including invigilation, production of labels or posters.

10. Any other duties as may be required by the Deputy Librarian (Pepys Library and Special Collections).

Hours and other details
The hours are as follows:

Tuesday: 1.45pm-4.15pm  
Wednesday: 1.45pm-4.15pm  
Thursday: 1.45pm-4.15pm  
Friday: 11am – 1.00pm and 1.45pm-4.15pm  
Saturday: 1.45pm-4.15pm (11.20am-12.30pm and 1.30-2.40 in the summer)

Monday is the designated day off during the week, but there may be some flexibility to choose a different day so long as it is the same set day each week.

There will be some overtime opportunities, such as assisting with morning school visits, Old Library exhibitions, and evening events such as non-resident members’ nights.
**Person Specification**

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<th>Essential Criteria</th>
<th>Desirable Criteria</th>
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<td><strong>Education/Qualifications</strong></td>
<td>3 A levels at grade C or above</td>
<td>Degree</td>
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<td><strong>Experience</strong></td>
<td>Experience of work in a customer facing role</td>
<td>Library or museum experience or an interest in pursuing a career in libraries, museums or the wider arts and heritage sector.</td>
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<td><strong>Skills/Ability/Knowledge</strong></td>
<td>Knowledge of Microsoft Office, Excel and social media.</td>
<td>Experience of using a Library Management System</td>
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<td><strong>Personal Qualities/Attributes</strong></td>
<td>Ability to attend to responsibilities punctually</td>
<td>An interest in rare books and manuscripts</td>
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<td>An ability to work as part of a team and independently</td>
<td>An interest in the arts and heritage sector</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>Confidence in working with a variety of people including members of the general public</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>Excellent listening skills as well as verbal and written communication skills</td>
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<td>A willingness to acquire background knowledge about Samuel Pepys and his library</td>
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<td>A willingness to attend courses and training as required by the developing needs of the library</td>
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**Salary and Conditions**

- The post is part-time, 14.5 hours a week. This post is not suitable for working from home.

- The post is offered at a salary of £8,045 per annum.
• 33 days annual leave pro rata (inclusive of Bank Holidays). Holiday must be taken at agreed times. It may be required that at least two weeks are taken during September when the Pepys Library is closed. Bank Holidays falling during term are normal working days.

• 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.

• Parking is not normally available within College.

• Free lunch for staff on days they are working a minimum of 4 hours per day (up to a maximum daily allowance) in Ramsay Hall (cafeteria). Any entitlement to staff meals is non-contractual and there is no payment in lieu for meals not taken or on the rare occasions when the kitchens are closed.

• The closing date is Monday 27 September 2021 9am.

• Interviews will be held week commencing 4 October 2021.

Enquiries

Further enquiries may be addressed to Pepyslibrary@magd.cam.ac.uk

Aug 2021

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