Magdalene College
CAMBRIDGE

Library Assistant (New Library)
Job Description

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 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 students and approximately 70 teaching staff of the College have access to the Library 24 hours a day, 7 days a week. The Library seeks to purchase core books in all subjects. There is seating currently available for about 130 readers as well as office space for staff.

Reports to: Deputy Librarian (College Library).

Purpose of Job: To assist in the day to day running of The New Library. This includes working in the New Library to assist in the circulation of books, in the maintenance of the library as a safe, pleasant and friendly environment, supporting
students in using the library and finding resources and assisting with special events.

**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, and 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**

**Reader Services**
- Staff the reception desk, assisting students, including helping them with the book borrowing system and with locating the materials they need.

- Respond to enquiries from users in person, by telephone and by email as appropriate, referring to colleagues where necessary.

- Help the Deputy Librarian to maintain library rules, a good working environment and health and safety standards in the Library.

- Assist with inducting new users into the Library, including use of online resources and the online catalogue.

**Circulation (or circulation routines)**
- Daily use of the Library Management System (Alma) to process loans, returns, recalls and reservations.

- Check book returns box twice daily, shelve returned books, clear books from desks and tidying desks.
• Maintain the shelves in good order.

**Cataloguing and classification**
• Assist in classifying new stock and in projects to reclassify sections.

• Catalogue new Library acquisitions to the AACR2, RDA and MARC21 standards using the Library Management System (Alma).

• Check and update catalogue records when required.

**Collection Management**
• Assist with the recording and tracking of orders and acquisitions by updating and maintaining order and acquisition spreadsheets.

• Process new acquisitions, including labelling, covering, stamping and adding RFID tags.

• Monitor wear and tear and undertake minor book repairs.

• Assist the Deputy Librarian in selecting acquisitions by checking reading lists against library catalogue and booksellers websites.

• Help the Deputy Librarian with the annual stock check, with book moves and with preparation of new books for shelving. Assisting with the weeding of books and the disposal of unwanted books.

**General**
• To be responsible to and deputise for the Deputy Librarian.
• Liaising with other departments over maintenance issues.

• Assist in setting up displays to promote resources available to Library users

• Communication of services and resources in all formats, including social media.

**Other duties**
• Assist the Deputy Librarian with preparation of donors’ letters, bookplates and updates to the presentation list.

• Support the Deputy Librarian in administrative tasks.

• Occasionally supporting the work of the Old Library, Pepys Library and Archives.

• Any other duties as may be required by the Deputy and Fellow Librarians.

**Hours**

The hours are 8:45am until 5pm Monday to Friday. There may occasionally be some overtime opportunities.
Person Specification

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<th>Education/Qualifications</th>
<th>Essential Criteria</th>
<th>Desirable Criteria</th>
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<td>3 A-levels at grade C or above, or equivalent qualifications</td>
<td>A good honours Degree Holder of, or working towards, a qualification in librarianship.</td>
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<th>Experience</th>
<th>Essential Criteria</th>
<th>Desirable Criteria</th>
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<td>Experience of work in an academic environment</td>
<td>Library experience or a demonstrable interest in pursuing a career in library work</td>
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<td></td>
<td>Experience of using an academic library</td>
<td>Experience of working in a Library environment, preferably an academic library</td>
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<td>Experience in a customer facing role</td>
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<th>Skills/Ability/Knowledge</th>
<th>Essential Criteria</th>
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<td>Familiarity with, and an intuitive understanding of, a variety of IT systems, tools and platforms, including social media.</td>
<td>Experience of using a Library Management System</td>
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<td>Ability to work cooperatively as part of a small team along with the ability to use initiative and work unsupervised on routine tasks</td>
<td>Practical experience of cataloguing modern printed books using AACR2, RDA, MARC21 and LCSH</td>
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<td>Excellent interpersonal and communication skills - both verbal and written</td>
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<td>Time management and organisational skills, including the ability to prioritise and work under pressure</td>
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<td>Ability to work to deadlines, and to attend to responsibilities punctually</td>
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<td>Ability to record and organise information accurately and pay attention to detail</td>
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<th>Personal Qualities/Attributes</th>
<th>Essential Criteria</th>
<th>Desirable Criteria</th>
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<td>Willingness to develop knowledge of cataloguing and classification</td>
<td>Understanding the needs of students within a pressurised academic environment.</td>
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<td>Helpful manner</td>
<td>Ability to undertake physical duties, including shelving and book moving</td>
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<td>High standards of reliability and integrity</td>
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Proven ability to engage positively with a broad range of people in a workplace context.

Willingness to attend courses and training as required by the developing needs of the library

Salary and Conditions

- The post is full-time, 36.25 hours per week working Monday to Friday.

- The post is offered at a salary of up to £20,418 according to qualifications and experience.

- 33 days annual leave (inclusive of Bank Holidays). 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, 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.

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

- The closing date is Monday 4 October 2021 9am.

- Interview date tbc

Enquiries

Further enquiries may be addressed to the Deputy Librarian (College Library), Mr Tom Sykes, on tas54@cam.ac.uk

August 2021