Deputy Librarian (College Library)

Candidate Information Pack

March 2022
About us

Magdalene College is one of 31 Colleges in the University of Cambridge and was re-founded by Thomas, Lord Audley in 1542. 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, one of the more attractive in Cambridge. The College is home to a community of some 80 Fellows and 500 students, around 450 of which are housed in College-owned or College-managed accommodation. The College employs around 110 staff.

The College exists to provide and promote undergraduate and graduate education within the University of Cambridge, and also to provide and promote academic research. In support of these objectives, the College has various permanently endowed trust funds held for special purposes in connection with the development of College facilities, for scholarships and bursaries and for other educational purposes.

Further information is available from the College’s website http://www.magd.cam.ac.uk.

The Libraries

The College has three Libraries (The College Library, The Pepys Library, and The Old Library), not including the College Archives. We have recently completed a project to house the College Library in a state-of-the-art building (The New Library). Completed in 2021, this award-winning facility comprises a working library, an Archive Centre with work room and storage (including rolling stacks), and an art gallery.

The advertised post concerns the College Library, now housed in the New Library. 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 purchases core books in all subjects: anticipating needs, but also responding promptly to student requests. There is seating currently available for c. 130 readers as well as generous office space for staff.

The Deputy Librarian (College Library) belongs to a broader libraries team that comprises the College Librarian (Fellow); the Library Assistant (College Library); the Pepys Librarian (Fellow); the Deputy Librarian (Pepys Library and Special Collections); and the Library Assistant (Pepys Library and Special Collections). The College also employs a part-time Archivist.

Role Summary

Reports to: The College Librarian (who is a fellow)

Purpose of Job: The College seeks to appoint a full-time Librarian to be responsible for the day-to-day running of the College Library. This includes managing reader services, collection development, systems management, bibliographic services, and working proactively and in consultation with the College Librarian and the Libraries Committee in developing strategic aims. The post holder shall be responsible for the line management of the Library Assistant (College Library) and of any invigilators working within the College Library.
Job Description

Main Duties and Responsibilities

1. Providing and developing reader services, assisting students, Fellows, staff and external researchers with their enquiries about printed materials or online resources.

2. Responsibility for the strategic purchasing and processing of new accessions, including books, journals and AV materials. Responsible for maintaining and tracking acquisition records.

3. Continual assessment of the bookstock, regularly weeding outdated materials and identifying gaps in the Library’s holdings.

4. Liaising with Directors of Studies over individual subject holdings and book purchases, and checking departmental reading lists against the Library’s current holdings; and dealing efficiently with student recommendations.

5. Cataloguing and classifying accessions on the Alma library management system (LMS) to full RDA/AACR2 and MARC21 standards in line with the Cambridge bibliographic standard.

6. Management of College use of ALMA Library Management System for circulation and cataloguing, including developments and changes to the system as advised by the Cambridge University Libraries Alma team and Readers Services Group. The Deputy Librarian is also responsible for the security and the circulation of stock, encompassing the self-service system (ALMA), RFID security gates, overdue book reports, and charges.

7. Management of the Library budget, in line with policies agreed by the Libraries Committee, and in liaison with the College financial office (The Bursary).

8. Responsibility for the development of the use of information technology in the Library and liaison with the College Computer Office to maintain and update IT provision.

9. Organising and leading library induction tours for new students and updating borrower records.

10. Maintaining discipline and ensuring that Library rules are observed by users.

11. Maintaining the information on the Library webpage, and working with the Deputy Librarian (Pepys and Special Collections) to maintain and develop the libraries’ profile on social media.

12. Promoting the collection and services by effectively utilising physical display space, social media, and the website.


14. Liaising with the IT Office regarding reprographics facilities.

15. Liaising with donors over receipt and transport of gifts, and thanking donors by letter on behalf of the College Librarian.

16. Responsibility for ordering and cataloguing books for the use of graduate students on taught courses.

17. Liaising with the Head of Building Services to ensure the proper upkeep of the library building; likewise, liaising with the Housekeeping department to ensure the library is kept clean and fit for purpose.
18. Arranging and conducting visits for students, Fellows, Old Members and other visitors, including Open Days and special events, occasionally out of hours.

19. Overseeing health and safety issues, including risk assessments, in the College Library.

20. Managing and reviewing the disaster plan for the College Library.

21. Continuing professional development, maintaining professional skill-base and representing, along with the Deputy Librarian (Pepys and Special Collections), the College Libraries at the Cambridge Colleges Library Forum and other external meetings.

22. Acting as secretary to the College Libraries Committee and liaising with the Chair and others to ensure the preparation of paperwork, including scheduling meetings, circulating the agenda, and taking the minutes.

23. Covering in the event of illness or other emergency and assisting in the Pepys Library as required; and any other duties as may be requested by the College Librarian.
Person Specification

Without being too prescriptive, it is expected that the successful candidate will have a broad range of relevant sector experience, skills and knowledge to carry out the role successfully.

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<th><strong>Education/Qualifications</strong></th>
<th><strong>Essential Criteria</strong></th>
<th><strong>Desirable Criteria</strong></th>
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<td></td>
<td>Degree</td>
<td>Membership of a LIS-related professional organisation (e.g. CILIP)</td>
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<td>Postgraduate qualification in Library and Information Studies</td>
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<th><strong>Experience</strong></th>
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<td>Wide experience in a senior role in a college library or other academic environment</td>
<td>Experience of managing staff</td>
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<td>Supervisory experience</td>
<td>Experience of strategic planning</td>
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<th><strong>Skills and Knowledge</strong></th>
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<td>Managing budgets</td>
<td>Experience of using RFID technology</td>
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<td>Knowledge and experience of managing an LMS</td>
<td>Experience of overseeing and/or planning budgets</td>
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<td>Familiar with, and having an intuitive understanding of, a variety of IT systems, tools and platforms, including social media.</td>
<td>Knowledge and experience of using ALMA LMS</td>
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<th><strong>Personal Attributes</strong></th>
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<td>Ability to work as part of a team and independently</td>
<td>Experience of managing and delivering projects, with budgetary implications factored in</td>
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<td>Helpful manner and positive attitude</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>High standards of reliability and integrity</td>
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<td>Proven ability to engage positively with a broad range of people in the workplace</td>
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<td>Willing and able to take an inclusive approach</td>
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<td>Excellent listening skills as well as verbal and written communication skills using a variety of communication methods (face-to-face, telephone, letters, reports)</td>
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<td>Ability to work to deadlines, with changing priorities, and remaining calm under pressure</td>
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<td>Ability to work on own initiative</td>
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<td>Desire to continue career development and willingness to attend courses and training as required by the developing needs of the library</td>
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Remuneration and Benefits

Remuneration
The salary is £31,280 with a pay review expected in July 2022.

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.

Hours of Work
36.25 hours per week working Monday to Friday between 8.45am and 5pm with an hour for lunch.

Holidays
The College offers full time members of staff 33 days leave a year, including bank holidays. Holiday must be taken at agreed times and not normally during term. Bank Holidays falling during term are normal working days.

Pension
The post holder will join the College’s auto enrolment pension scheme with generous additional contribution options on completion of probationary period.

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.

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 six-month probationary period and two-month notice 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.

Closing Date
9am Friday 29 April 2022

Interviews
Monday 16 May 2022