



Job title:	College Librarian;
Responsible to:	Director of College Services in conjunction with the Fellow Librarian;
Responsible for:	Library team;
Place of work:	Christ's College, Cambridge and all property owned by the College in and around Cambridge;
Salary range:	Points 39 - 48 on the Universities single pay spine, currently £28,982 - £37,768;
Hours:	Permanent, full time, 36.25 hours per week. Some out of hours may be necessary from time to time;
Holidays:	36 days annual leave (inclusive of public holidays);
Pension scheme:	The College offers membership of a contributory pension scheme. Subject to your age and earnings level, you may be eligible for auto-enrolment into the scheme and you have the right to opt out at any time.

Job summary:

This role is to manage the day-to-day operation of the library and old libraries at Christ's College, Cambridge. This will include working in liaison with the Fellow Librarian, Director of College Services and the library team to develop and maintain an excellent library service to students, Fellows and visiting researchers.

Key responsibilities:

Management of resources

- The provision of high quality reader services to all members of the College and for the provision of facilities to outside researchers;
- Maintain and develop a high quality, up-to-date collection to serve the needs of the users of the College libraries;
- Responsibility for the care and conservation of all the Library's holdings, including manuscripts, early printed books, and special collections;
- Oversee the response to all enquiries from Library users and deal with the more complex issues
- Oversee a feedback strategy which enables the Library to improve its service to its users;
- Consultation with the Director of College Services on all matters of policy, planning, and strategy, and where appropriate with the Fellow Librarian and Library Committee;
- Responsibility for the implementation of Library policy;
- Oversee the purchase of recommended books and those identified by course reading lists and the Director of International Programmes;
- Oversee an annual Library stock check and report on missing books for Directors of Studies;

- Educate College members in various aspects of the Library and run Library induction courses for new members at the beginning of each academic year;
- Overseeing the Library team in dealing with academic enquiries, visits, rights, reproduction requests and fees, and preparing material for loan to exhibitions;
- Attendance at meetings of the Library Committee and assistance in preparing papers for Governing Body and College Council;
- Ensure the provision of electronically-available materials is maintained and developed;
- Promote and raise the profile of the library's services through initiatives designed to increase the use of its facilities and increase accessibility;
- Ensure the Library disaster plan is up-to-date and that it is widely available;
- Be aware of and contribute to the day to day security issues within the department and report any issues or concerns in a timely fashion.

Library technology

- Overseeing the Library Management System and retrospective and ongoing cataloguing activities;
- Overseeing the export of locally-created catalogue records to Newton, the online catalogue for the libraries of the University;
- Overseeing the content of the Library section on the College website;
- Monitoring security provision and climatic conditions in all parts of the Library, including stores;
- Ensuring the provision of and maintaining the proper use of IT and photocopying facilities installed within the Library.

Staffing

- Working with the Director of College Services on staffing issues acting as line manager to other members of the Library staff and conducting annual appraisals.

Library budget

- Management of the Library budget including maintenance of accurate financial records;
- Working with the Director of College Services and the Bursar on the annual budget;
- Liaising, in consultation with the Director of College Services, with the Finance Office on all matters of Library finance.

Liaison

- Fostering and maintaining professional links within other Colleges, the University, and beyond as appropriate;
- Liaising with other Heads of Department, and in particular work with the Development Office on the 'Friends of the Old Library' scheme and programme of exhibitions and events;
- Managing arrangements for non-routine use of the Old Library (e.g. for filming) and specially-arranged visits, including occasional out-of-hours work.

General responsibilities

- To take part in the College's appraisal scheme and to undertake training as required
- To be responsible for your own health and safety in the workplace
- To fully comply with all the College's policies including equality of opportunity and data protection
- To undertake any other reasonable request or duties commensurate with your post

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Education/ Qualifications	<ul style="list-style-type: none"> • Degree or equivalent • Professional library qualification (or equivalent) 	<ul style="list-style-type: none"> • Chartered member of the Chartered Institute of Library and Information Professionals (CILIP) (or working towards it)
Experience	<ul style="list-style-type: none"> • At least 3 years post-qualification experience • Significant practical experience of delivering front-line library services and acquisitions, preferably in an academic library setting. • Significant practical experience of cataloguing modern printed books using AACR2, RDA, MARC21 and LCSH • Experience of working with special collections, rare books or early printed and manuscript collections • Knowledge of copyright and permissions legislation with respect to libraries • Experience of budget management 	<ul style="list-style-type: none"> • Experience of working in a Collegiate environment • Experience of staff management • Experience of dealing with donations • Experience of giving presentations • Experience of strategic planning • Experience of working with conservators • Proven experience of managing large-scale projects
Skills/knowledge and training	<ul style="list-style-type: none"> • Ability to deliver high standards of customer service under pressure • Ability to prioritise a diverse workload • A team leader who is willing to motivate by example and undertake tasks at all levels. • Well-developed interpersonal skills. • Sound planning, organisational and communication skills. • Excellent IT skills • Experience of web editing • Knowledge of the Voyager library management system 	<ul style="list-style-type: none"> • Familiarity with the Library of Congress Classification Scheme • Working knowledge of Latin or one modern foreign language relevant to the Collections (ideally French, German, Italian or Spanish) • Music literacy
Personal attributes	<ul style="list-style-type: none"> • Commitment to providing a high quality Library service • Resourceful, persistent and self-motivated • Assertive and diplomatic • Willingness to make a positive contribution to the work of the College • Professional and trustworthy • Pleasant, good-humoured and courteous approach • Flexible and adaptable 	

CHRIST'S COLLEGE LIBRARY

Further information

Christ's College has had a Library since its foundation in 1505 by Lady Margaret Beaufort, mother of King Henry VII. Today, the Library serves around four hundred undergraduates, two hundred postgraduates, and eighty Fellows, and lies at the heart of College life.

The Library's collections extend over three sites within the College.

The modern collection, which comprises approximately 40,000 volumes and covers all undergraduate Triposes, is spread across three floors of a purpose-built library, open twenty-four hours a day to members of the College, and equipped with RFID self-issue technology. It includes a music hire library, shared with Homerton College, comprising a substantial collection of orchestral and vocal sets. An air-conditioned reading room provides study space for up to 70 students, as well as access to a suite of networked PCs, and to printing, scanning and photocopying facilities.

Christ's collection of approximately 50,000 rare books and manuscripts is housed in its stunning Old Library, tastefully extended by G. F. Bodley in the late nineteenth century, and situated adjacent to the undergraduate library. Among the more notable items in the collection are 150 manuscript letters written by Charles Darwin, and numerous first editions of works by John Milton.

Finally, a law library, located off-site in the College's First Court, houses the Library's small collection of law periodicals, and offers a dedicated study space for the College's law students.

Together with the Fellow Librarian, the College Librarian is responsible for the smooth running of all three library spaces. A Library Committee, comprised of Fellows of the College and student representatives, determines policy.

The successful applicant will join a small, energetic team comprising full and part-time employees and volunteers. The Library uses the Voyager Library Management System, however, in line with the majority of libraries in Cambridge, preparations for migration to a new system are underway. The College is a member of the Cambridge Colleges' Conservation Consortium.