Job Description

Job title: Assistant Librarian (Academic Services)
Department: Quincentenary Library
Reporting to: Quincentenary Librarian
Location: Jesus College, Cambridge
Hours: 36.5 Hours Per Week
Salary range: £26,000 to £28,000 Depending on Experience

This job description is a guide to the work the post-holder may be required to undertake but does not form part of the contract of employment and may change from time to time to reflect changing circumstances.

Job summary

▪ To assist the Quincentenary Librarian in the delivery of high quality and efficient information systems and library services
▪ To work within a strong service ethos based on continual improvement of services and a responsive approach to the needs of library users
▪ To help develop, administer, promote, deliver and evaluate an innovative academic skills programme
▪ To undertake any other appropriate duties that may be required

Key Areas and Standards of Performance:

Service Management:

▪ To assist with the provision of day-to-day library services, including returns, shelving and policing of the library in the absence of the Librarian
▪ To classify the library stock via the Bliss Classification Scheme
▪ To assist with the tidiness of the library, to reshelve books on days when the invigilators or Library Assistant are not employed
▪ To monitor the library book space and have an awareness of the book stock
▪ To assist with re-organizing and weeding the library stock and to help manage the withdrawn books from library stock as necessary
▪ To help manage the library security system; logging incidents and dealing with problems as they arise
▪ To police the library, helping to ensure the users comply with library rules
▪ To assist with creating and amending bibliographic records for new items compliant with Marc21/RDA and AACR2 standards in the absence of the librarian
Reader Services:

- To assist with planning, delivering and participation in the development of user services, including enquiries and user inductions
- To improve the academic research skills of college members, working with other college staff as necessary
- To deliver information in a variable way to cater for differing user requirements
- To find and disseminate relevant information from a variety of texts, online and other resources in an appropriate format
- To maintain a supervisory presence in the library and to respond to general enquiries
- To manage the day-to-day library circulation system and to deal with the library recalls and overdues. To contact students and the Dean of College with regard to overdue items and fines. To contact the Accounts Department in regard of library fines

Information administration:

- To liaise with College Directors of Studies, tutors, students and other interested bodies to develop the academic skills programme
- To contribute to the development and implementation of an innovative programme of academic skills support. This includes creating synchronous and asynchronous training materials in accessible formats
- To contribute to training both in-person and online to large and small groups, and in individual consultations
- To produce effective library guidance literature both in print and electronic form
- To manage the devising, maintaining and updating of the library web pages and other social media, including contributing to an Academic and Study Skills web page
- To assist with the management of the Library Management System, Alma
- To assist with the annual stock-checking of the library collection
- To manage a subject index for the library classification scheme

Marketing:

- To market and promote the work of the library and assist with tours, open days, exhibitions and other College events involving the library
- To help market the Academic Skills programme to encourage engagement and improvement in the skills of college members
- To contribute to writing professional pieces for and about the library, including for social media
Professional awareness:

- Have an active involvement in the wider Cambridge libraries network
- To build and develop strategic relationships with other information services across the university
- To maintain up to date knowledge of the library profession
- To undertake training in order to maintain professional standards, to acquire new skills and to update existing skills. To disseminate relevant knowledge to co-workers
- Be aware of how professional developments could impact and improve the library
- To attend and contribute to the work of the Cambridge College Libraries Forum (CCLF)
- To have knowledge of, and to be able to provide cover for all posts in the library
- To occasionally have sole management of the building and library service

Additional Responsibilities

- To assist with checking departmental reading lists against the library’s current holdings
- To assist with the annual book sale
- To undertake other related duties that may arise due to the nature and character of the post

Practical Requirements

- Postgraduate qualification in library and information management or related field (consideration will be given to candidates close to completing a relevant postgraduate qualification)
- Proficient IT skills including Microsoft Office and experience of web editing
- Experience of working with video and/or animation to produce online learning objects would be desirable
- Knowledge of automated cataloguing using AACR2, MARC 21 and RDA
- Knowledge of classification and ontology required, knowledge of Bliss would be desirable
- Prior knowledge of Moodle or Alma would be desirable
- Excellent communication (oral and written), and interpersonal skills
- Physical fitness (light physical effort for lifting and carrying books)

Benefits

- Membership of a defined contribution pension scheme with a death-in-service benefit of two times salary
- Membership of a healthcare cash plan
- Free daily staff lunch when in College
- Access to a range of family friendly policies and welfare support services, including maternity coaching
- Non-contractual bonus payment
- Staff Forum and a Staff Social Committee that organises Christmas & Summer staff events
- Cycle to work scheme
- Use of the College Gym, Tennis courts and Library
Probation Period

- The appointment will be subject to an initial probationary period of three months during which the appointment may be terminated by one week’s notice on either side. Following the successful completion of the probationary period, the period of notice would be one months’ notice on either side.

Equal Opportunities and Data Protection

- The College is actively committed to including and supporting all under-represented groups, and promoting an inclusive culture, valuing diversity. The College encourages applications from all sections of society.
- The College has a responsibility to ensure that all employees are eligible to live and work in the UK.
- In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and Data Protection Policy. Please ask the HR department for further details if required.

How to apply

- Please download and complete our College Application and Equal Opportunities Forms, which can be found online at [www.jesus.cam.ac.uk/college/people/vacancies](http://www.jesus.cam.ac.uk/college/people/vacancies).
- Completed forms along with a copy of your CV and Covering Letter setting out your suitability for this post, must arrive by 17 June 2022. Please send completed forms to the HR Assistant at [jobs@jesus.cam.ac.uk](mailto:jobs@jesus.cam.ac.uk).