## JOB DESCRIPTION

<table>
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<tr>
<th>Job title:</th>
<th>Assistant Librarian</th>
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<tr>
<td>Department:</td>
<td>College Library</td>
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### Conditions:
- **Salary:** £27,000 - £28,000 pa pro rata for part time
- **Pension:** participate in College defined contribution scheme on successful completion of probation
- **Hours:** 10.5 hours per week (0.3 FTE) - Permanent contract school term time only
- **Holiday:** 33 days pa. including Bank Holidays pro rata
- **Probation:** 6 working months

### Job purpose:
The College Assistant Librarian is responsible for providing an effective, student-focused service in the Darwin College Study Centre. The Study Centre provide study space for students and containing a library of approximately 10,000 volumes. The book stock is of a general and reference nature appropriate for a graduate college where there is no requirement to provide textbooks and other set course material.

The Study Centre and library collections are under the supervision of the College Fellow Librarian and Library Committee. There is a strong ethos of the library being student run and Student Librarians have to date been the only paid operational resource, supported by a part time professional cataloguer. The Study Centre is also a focus for College computing services. The new role of College Assistant Librarian is intended to develop the library facilities, appropriate for a more digital age, and to provide more continuity over time.

### Main duties:

#### Collection management
- Develop and manage (including cataloguing and classification) the library general and specialist collections (the Moses Finley and Darwiniana collections);
- Contribute to the development of the collection through running an efficient acquisitions service that is both pro- and reactive;
- Select and dispose of items for removal, in consultation with College Fellows.

#### Reader services
- Provide a responsive, reader-focused enquiry service;
- Ensure that Study Centre users comply with library policies;
- Support and advise students with special library requirements;
- Promote and raise the profile of the Study Centre and its services within the college;
- Provide inductions where requested for new students.

#### Study skills
- Maintain awareness of student needs and training offered across Cambridge Libraries and the University as a whole.

#### Library budget and staff
- Manage the Library budget in consultation with the Fellow Librarian, after liaising with the Bursar and the Darwin College Student Association Treasurer on available funding;
- Co-ordinate the work of the Student Librarians and provide appropriate training and development opportunities.
### JOB AND PERSON DESCRIPTION

**Study Centre building**
- Manage the physical environment and the provision of equipment;
- Monitor the self-circulation and security systems;
- Liaise with College IT and maintenance staff as required.

**Liaison and collaboration**
- Report to and support the Fellow Librarian in her duties
- Act as Secretary of the College Library Committee and co-ordinate its work;
- Establish and maintain effective working relationships with College staff and students and with colleagues across Cambridge Libraries;
- Participate in professional groups and networks, including representing the College in the Cambridge Colleges Librarians’ Forum.

**Other**
- A demonstrable commitment to own personal and professional development.

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<th>Works with:</th>
<th>Fellow Librarian and Library staff</th>
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<tr>
<td>Responsible for:</td>
<td>n/a</td>
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<tr>
<td>Responsible to:</td>
<td>Fellow Librarian</td>
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### PERSON DESCRIPTION

#### Qualifications & Learning
- Good standard of education to degree level or equivalent
- A Postgraduate library qualification or equivalent experience.

#### Experience:
- Ability to work with a Library Management System and willingness to learn new systems as required.
- Experience of varied duties in an academic library including the delivery of customer facing library services

#### Skills:
- Able to use Word, Outlook and Excel to intermediate level for correspondence and for information management
- Able to manage own workload to achieve agreed outcomes including occasionally under pressure
- A commitment to delivering a high quality library service
- Customer focus with the ability to adapt communication style to meet the needs of a variety of individuals
- The ability to take responsibility for the library service as the senior member of staff
- Excellent attention to detail
- Ability to work within established procedures
- Sympathy with the values and objectives of Darwin College and a sensitivity to the needs of postgraduate students from a diverse range of backgrounds
These job and person descriptions are non-contractual.