



Job title:	Assistant Librarian
Responsible to:	College Librarian
Place of work:	Christ's College, Cambridge and all property owned by the College in and around Cambridge
Salary range:	Points 32-36 on the University's single salary spine
Hours:	Permanent, full time, 36.25 hours per week. Some flexibility may be required
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 in at any time.

Job summary

To provide professional support to the College Librarian in the day-to-day running of all areas of the Library, deputising and taking responsibility for its operation in the Librarian's absence.

Alongside deputising, this post has particular responsibility for the acquisition of modern printed books, and for assisting with the management and exploitation of the College's special collections.

Key responsibilities

1. Collection management

- To select and order stock for the library, liaising with a wide variety of suppliers, the College Librarian, Faculty library staff and Directors of Studies as necessary, and with day-to-day oversight of the books budget.
- To respond to student book requests.
- To update textbook editions in the Working Library.
- To make additional improvements to the Working Library collections through gap-filling and targeted purchasing in neglected areas of its holdings.
- In liaison with the relevant Director(s) of Studies and the College Librarian, to manage the weeding of stock in the Working Library.
- To monitor the progress of recent acquisitions, following up irregularities and chasing suppliers when necessary.
- To coordinate the library's reading list review and revision processes.
- To participate in the annual stock-check process, including reviewing "missing items" lists and purchasing replacements for high-use titles.

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2. Special collections and outreach

- To provide high-quality responses to enquiries relating to the Library's special collections.
- To take a role in the curation of exhibitions in the Old Library.
- To assist in invigilating the Old Library when open to the public.
- In conjunction with the Librarian, to manage the running of the Old Library "Friends" and "Sponsor-a-Book" schemes.
- To assist with, and as necessary, coordinate, internal and external outreach events such as classes, visits, tours, and open days.
- To monitor and record temperature and humidity in the Old Library and Lower Old Library on a regular basis.
- To contribute to the library's social media presence.

3. Cataloguing

- To catalogue and classify library materials of all types using MARC21, AACR2, RDA, LCSH and the Library of Congress Classification Scheme.

4. User services

- To undertake shifts at the Library issue/enquiry desk, including the timely completion of daily issue-desk routines and dealing with enquiries in a knowledgeable, friendly and courteous manner.
- To invigilate researchers consulting materials from the special collections.
- To assist in the delivery of the annual student induction programme, and as necessary other information literacy sessions.
- To monitor lost and overdue books, following up with students and replacing items as necessary.

5. Staff management

- To assist in the day-to-day supervision of the Graduate Trainee, Senior Library Assistant, volunteers, casual staff and placement students.
- To contribute to the induction and training of new staff.

6. General management and administration

- To deputise in the absence of the College Librarian.
- In agreement with and in the absence of the College Librarian, to represent the views of the Library at internal and external meetings.
- To be proactive in reporting maintenance and cleaning issues pertaining to the Library.
- To attend termly Library Committee meetings and minute their content.
- To attend monthly Library staff meetings.

7. 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 comply fully with all the College's policies, including equality of opportunity and data protection.
- To undertake any other reasonable request or duties commensurate with the 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"> • Educated to degree level or equivalent • Professional library qualification (or equivalent experience) 	<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"> • Experience of delivering frontline library services • Significant practical experience of acquisitions in an academic library, including dealing with a variety of suppliers and running regular reports to track the progress of orders • Significant practical experience of cataloguing modern printed books using AACR2, RDA, MARC21 & LCSH • Experience of working with special collections 	<ul style="list-style-type: none"> • Experience of supervising staff • Experience of curating exhibitions • Experience of organising outreach events and hosting visits and tours • Basic knowledge of copyright and permissions legislation with respect to libraries • Experience of budget management
Abilities	<ul style="list-style-type: none"> • Ability to deputise for the College Librarian and take responsibility for the smooth-running of the Library in the Librarian's absence • Ability to work effectively as part of a team, with a collaborative approach to achieving team and organisational goals • Ability to communicate effectively and confidently with a range of people, including suppliers, students, Fellows, visiting researchers and members of staff • Excellent written communication skills • Ability to deliver high standards of customer service under pressure • Ability to prioritise a diverse workload 	<ul style="list-style-type: none"> • An ability to impart information to diverse audiences in a clear and engaging manner
IT skills	<ul style="list-style-type: none"> • Excellent IT skills • Proficient in searching library catalogues and other electronic resources • Experience of using a library management system 	<ul style="list-style-type: none"> • Experience of web editing • Experience with social media in a library setting
Personal attributes	<ul style="list-style-type: none"> • Commitment to delivering a first-rate library service • Organised, self-motivated, and methodical work ethic • Flexible and adaptable approach to work 	<ul style="list-style-type: none"> • Fitness to undertake physical duties, including shelving and book moving