EMMANUEL COLLEGE

JOB DESCRIPTION – College Librarian

LINE MANAGER – Fellow Librarian

Background Information

Emmanuel College is one of the larger colleges of the University of Cambridge, embracing a community of around 500 undergraduate students; 200 graduate students; 90 Fellows and 170 college staff led by the senior management team of the Master, Bursar and Senior Tutor. By Statute the college is managed by a Governing Body made up of all the Fellows, but with more day-to-day operations delegated to a smaller Council of elected Fellows and a committee structure; the latter includes a Library Committee to which an annual budget is allocated.” The Fellow Librarian and Keeper of Special Collections are responsible to the Governing Body for the library and its collections. The Governing Body is assisted by a committee structure.

The College Librarian is responsible for the day-to-day management of the Library and is expected to use professional expertise to lead the provision of high quality services, to promote their use and to manage the Library’s budget. The post-holder is expected to create a friendly, welcoming and helpful atmosphere within the Library, to encourage suggestions and feedback about how to improve services, to contribute to discussions about strategy, and to have a professional, dynamic, flexible and pro-active approach. This is a central, visible, and exciting role that requires interacting with all parts of the college community, from students to academics and staff.

The College Librarian reports to the Fellow Librarian, and to the Keeper of Special Collections on all matters relating to the Library and is a member of the college’s Library Committee. The post-holder has line-management responsibility for the Deputy Librarian and three part-time members of staff: a senior Library Assistant and two Library Assistants, along with a team of students helpers in the Library in evenings and at weekends during term-time.

The College Library is a key academic resource for our undergraduate students and is also well used by post-graduates, Fellows and, increasingly, by staff. The College Librarian works closely with the teaching Fellows in Emmanuel and with university departments to ensure we meet the users’ needs in an appropriate way, with an especial focus on the requirements of first- and second-year undergraduates. It is in a free-standing building that was comprehensively renovated in 2009–10, with around 70,000 volumes in the working library, 119 reader spaces, 500 accessions and 1000 loans each year. The Library is open 24 hours/day, and has self-issue and return facilities.
Books are classified using an in-house version of the Dewey Decimal system. Liberty software is used for ordering, cataloguing and circulation. Catalogue records are also uploaded onto the university's union catalogue using its Alma management system.

The Library has notable special collections that attract visiting scholars on a regular basis. There are around 400 manuscripts and 20,000 early printed books. One particular highlight is the library of William Sancroft (1617–93, Master of Emmanuel 1662–64, then Dean of St Paul’s and Archbishop of Canterbury). This collection, of around 7500 volumes, is shelved in the order in which it came to the college on Sancroft’s death. Another highlight is the Graham Watson collection of mainly eighteenth- to nineteenth-century books with hand-coloured plates, which is housed in its own room in glazed period mahogany bookcases. Each year, the Librarian receives about 200 enquiries about these collections, 100 visitors and 100 requests about reproductions.

**Principal Responsibilities**

To provide professional advice to the Fellow Librarian, Keeper of Special Collections and Library Committee.

**Reader services**

- In consultation with the Fellow Librarian, academic and other relevant staff and committees, to develop the working library to support undergraduate and postgraduate learning, and to provide a user-friendly and well regulated service
- To provide up-to-date guidance for students on use of the Library, and to organise and lead induction sessions for new users
- To promote the Library using all appropriate media
- To liaise with the ECSU (undergraduate) and MCR (postgraduate) representatives

**Collection management**

- To ensure the stock is up-to-date, according to the requirements of Directors of Studies, students and university departments, and to be responsible for purchasing new materials
- To ensure items are catalogued and classified to RDA and MARC21 standards.
- To review the undergraduate collections and manage the replacement and disposal of books and periodicals as appropriate
- To promote access to e-resources and contribute to discussions about their nature and evolution
- To respond to offers of donations in consultation with the Fellow Librarian, Keeper of Special Collections and Development Director, and to process gifts that are accepted
Study skills

• To maintain awareness of student needs and resources in the college and university that develop study skills
• To work with the appropriate academic and administrative staff to enable the Library to develop and lead relevant study skill sessions

Library computer system

• To operate the library’s management system, Liberty
• To participate in the university’s system, Alma, as appropriate
• To oversee the self-issuе system
• To oversee the book security system
• To run regular reports about use of the above
• To liaise with software providers and the college’s Information Systems Department regarding development and updates, and to provide basic technical support

Special collections

• To promote awareness of the Library’s special collections by arranging and helping the Keeper of Special Collections with visits, talks and exhibitions
• To catalogue any accessions to the collections
• To coordinate continuing work by library staff towards the online cataloguing of the Library’s early printed books, upgrade existing catalogue records and ensure they are on Liberty and Alma
• To answer bibliographical and research enquiries relating to the Sancroft and Rare Books collections
• To welcome visiting scholars and readers, check their credentials and arrange for them to be supervised when consulting items from the collections
• To facilitate requests for reproductions and permissions to publish them, in consultation with the Keeper of Special Collections, and to arrange for photography as necessary
• To enable the use of the collections as a teaching resource, as appropriate
• To advise the Keeper of Special Collections on conservation needs, manage the conservation programme and liaise with the Cambridge Colleges’ Conservation Consortium

The Library building

• To periodically review the facilities within the Library and make proposals for change through the Fellow Librarian and Library Committee
• To help maintain standards of student behaviour in the Library
• To maintain the security of the Library and its collections, including operating the alarm and environmental systems and advising the Fellow Librarian and Keeper of Special Collections on such matters
• To liaise with the appropriate college departments about the cleaning and upkeep of the building
• To maintain the disaster recovery plan for the Library
Finances
- To advise the Bursar and Fellow Librarian about the budget, and ensure expenditure stays within that which has been agreed
- To ensure that resources are distributed among students and subject areas, in association with the Fellow Librarian, Senior Tutor and Directors of Studies
- To provide details of charges to students/library users

Staff
- To act as Head of Department and line manager to the Deputy Librarian, Senior Library Assistant, Library Assistants and any other permanent or temporary employees. To ensure staff are trained and supervised as appropriate
- To recruit new staff when vacancies arise

Committees
- To draft the agenda and prepare business for the Library Committee, and then draft the minutes
- To attend meetings of Heads of Department and participate in activities at this level
- To attend meeting of the Cambridge Colleges’ Conservation Consortium
- To attend inter-collegiate, university and other meetings on behalf of the college, as required, ensuring that the college’s needs and perspectives are appropriately represented so that the complex Cambridge library ecosystem works well for Emmanuel and its members

General
- To ensure that the college health and safety policy is adequately followed at all times; observing recognised safety procedures and undertaking appropriate workplace risk assessments in the Library
- To observe the College Equal Opportunities Policy at all times, as set out as in the Emmanuel College Staff Handbook
- Any other duties and responsibilities consistent with the role of College Librarian as may reasonably be requested from time to time
**Person specification**

*Qualifications and education*
- Degree in a relevant subject and postgraduate qualification in librarianship
- Professional library qualification, accredited with CILIP, or appropriate equivalent experience

*Knowledge and experience*
- Experience of working at a senior level in an academic library
- Knowledge of recent trends and developments in academic libraries, including working methods and digital literacy
- Experience of managing library systems and library management software
- Experience of planning, developing, leading and implementing change to enhance the library services is desirable along with experience of financial/resource planning
- Experience cataloguing to RDA, MARC21 and AACR2 standards,
- Excellent IT skills including MS Office
- Experience of managing, leading and developing a small team effectively, working alongside them as necessary
- Awareness of data protection and sensitivity of personal data security
- Familiarity with ALMA is desirable
- Ability to develop a long-term strategy
- Ability to adapt to technology changes as they arise

*Personal attributes*
- Customer-focused with a positive, personable and professional manner
- Excellent written and verbal communication skills
- Excellent organisational and time-management skills with a self-motivating attitude
- Innovative approach to problem-solving
- Impeccable attention to detail
- Ability to work to deadlines, with changing priorities, and remaining calm under pressure
- Ability and willingness to learn new skills and enhance existing skills

**The post**
This is a full-time post working 36.67 hours per week. There will be very occasional weekend or evening work, mostly to open the special collections to visitors.