

FURTHER PARTICULARS

Post Title:	Assistant Librarian
Grade and salary:	Oxford University salary scale, Grade 5 scale: £26,341 to £31,406 per annum, according to experience.
Hours:	Full Time, 35 hours per week, Monday to Friday (some flexibility is available).
Appointment type:	Permanent
Benefits:	Pension, Free meals when working, season ticket and bike loans, access to University facilities including the Sports Club, and support for professional development.

1. The College

Located centrally in beautiful Radcliffe Square, and dating from 1509, Brasenose College is one of the older Colleges in Oxford. It is a medium sized college with 370 undergraduates, 210 graduate students and 115 support staff. Outside of the three 10-week terms, during Easter and summer, the College is exceptionally busy hosting international conferences and Bed and Breakfast guests. For further information please visit the website <https://www.bnc.ox.ac.uk/>

2. Department and Job Purpose

This is a rare opportunity to join a small but dedicated Library and Archives team, contributing fully to the running of the library on a day to day basis. This exciting new post offers a wide range of academic library tasks making it ideal for someone keen to take on responsibility, apply their own interests and develop their career.

The Library team consists of the College Librarian, Assistant Librarian (to be appointed), Antiquarian/Special collections cataloguer (one day per week) and occasional student helpers, usually at least one per term to assist with shelving and tidying. The Library staff share an office with the Archivist and Assistant Archivist and work closely with them. The Library and Archives Team report to the Fellow Librarian and Archivist who convenes the termly Library Committee meeting chaired by the College Principal. Library staff work closely with academic and support staff across college including IT, Finance Bursary, College (academic) Office, Principal's Secretaries, Domestic Bursary (including conferences, housekeeping, and workshop) and Development Office. The Assistant Librarian will report directly to the College Librarian.

Note: the library and its various stores are spread across several floors and buildings, some of which are some distance apart and involve climbing many stairs. The library is not equipped with lifts or book hoists. Staff must therefore be willing and able to carry heavy books between buildings and up and down stairs on a regular basis.

3. Job Description

- Demonstrate a comprehensive understanding of current library trends and proactively contribute ideas for improving the library service to meet the ever-changing demands and requirements of the library users.

- Show expertise in the use of library management systems and electronic resources to ensure that the introduction of the ALMA LMS goes smoothly. It will be necessary to keep abreast of developments of this new web-based product, in particular circulation and cataloguing as they are crucial to the efficient running of the library.
- Take responsibility for the care of, and develop a knowledge of, the College's historic rare and special collections.
- Put on exhibitions in collaboration with the Antiquarian Cataloguer.
- Develop outreach initiatives, encouraging donations (in collaboration with the Development Office) and raising the public profile of the library.
- Promote use amongst students and academic staff.
- Develop and lead initiatives to encourage students to explore resources more widely, both in BNC and beyond.
- Work closely with the diverse student body, developing initiatives around areas such as access and the environment.
- Work with the College Archivist, Antiquarian Cataloguer and College Librarian to identify items for digitisation.
- Organise the digitisation and subsequent upload to Digital.Bodleian as appropriate.
- Manage the recruitment, training and supervision of student helpers.
- Manage the periodicals collection - renewals, bindings, chasing missing copies.
- Update and develop the library webpages to improve the user experience (general information and instructional short videos) and present a coherent library profile for those who are not members of the college.
- Update and maintain the Brasenose LibGuide.
- Contribute a monthly feature to the library blog.
- Develop and implement a strategy for cataloguing those books (excluding antiquarian) in the stacks that are as yet not catalogued.
- Attend relevant forums such as those for cataloguing and circulation and report back to the College Librarian.
- Routine tasks
- Maintain library order: shelve books and periodicals; tidy shelves and desks; ensure library rules are being observed.
- Deal with aspects of circulation including daily returns, missing items, reservations, monitoring loans and overdues. Attend circulation forum.
- Assist with reader enquiries - practical matters (e.g. photocopier), catalogue searches, locating books, using electronic resources, locating books on shelves - via email, Teams or in person.
- Fetch books from library stores as required.
- Post regularly on social media (FB and Twitter) e.g. local library information and reminders, user education, general items of interest, posts from the Bodleian and other libraries, fun library related images, message of encouragement.
- Replenish photocopier, maintain paper supplies (fetched from Bursary), clear paper jams and report faults to IT.
- Catalogue books to internationally agreed standards, currently RDA and MARC21 (and with requisite training from the Bodleian) Attend cataloguers forum.
- Assist with the timely purchase of stock including making purchases in person at Blackwell's.
- Assist with the processing of acquisitions and donations - including accessioning, assigning shelfmark, labelling and adding to LibraryThing.
- Participate in student inductions and maintain student support throughout the year including preparation of signs, pamphlets and notices.
- Maintain an up-to-date supply of leaflets, posters etc.
- Monitor all library and archives pest traps, record findings and contact the conservator for advice as necessary.

- Supervise external readers including fetching books required from Latham, Basement XII and Broadgates.
- Maintain the library withdrawals list.
- Organise the disposal of withdrawn books and periodicals.
- Assist with annual stock check; scanning and double-checking shelves for missing books.
- Participate in catalogue maintenance - delete long-term missing items and withdrawals.
- Attend and take minutes at termly Library Reps meetings.
- Assist with book move and re-organisation projects (sometimes taking the lead)

General

- The post holder will be required to be familiar with, and work in accordance with, all College's policies and procedures.
- To participate in training and development required by the College.
- To be willing and prepared to undertake any other duties as directed by the College Librarian. The job description may be subject to review in consultation with the postholder.
- To be vigilant and take responsibility for ensuring the Library and College property and equipment is kept safe at all times.

Candidate Requirements

Essential

- Good first degree and postgraduate qualification in Librarianship or extensive equivalent experience working at a professional level in an academic library
- Significant relevant library experience
- Excellent IT and communication skills including: fluency and accuracy in written and spoken English; proficiency with Word, Excel, PowerPoint, Publisher, use of library management systems and email
- High standard of reliability and responsibility
- Keen eye for detail and good analytical skills
- Strong sense of customer service and ability to deal with a wide range of people (including Fellows, College staff, students and visitors) in a friendly and professional manner
- Creativity, self-motivation and problem-solving capability
- Experience of cataloguing and classification with a good knowledge of RDA and MARC 21 rules
- Manage time such that both urgent priorities and more long-term projects are delivered on schedule
- Be a good team member and also work well independently
- An interest in special collections (rare and antiquarian books) and creating exhibitions and writing blogs based around such material
- Interest in and/or experience of promoting the use of special collections in teaching and student projects
- Commitment to maintain an environment that is friendly, comfortable, calm and conducive to study

Desirable

- An understanding of accessibility issues
- Experience inside Oxford University or Oxford College Libraries
- Authorisation and experience of using the Aleph cataloguing module within Oxford
- Experience of webpage development and/or social media representation
- An understanding of copyright and GDPR
- Working knowledge of a modern foreign language

4. Background information: The Library

The College Library is physically and spiritually at the heart of the College. The Upper or Main library, which dates from 1664, was remodelled to the designs of James Wyatt in the 1780s, expanded in 1951 and again in 2016 to incorporate the old cloisters and create what is now known as the Greenland Library. It is a library of three discrete areas, each with their own charm, and each offering an inviting space in which to study. In addition, there is a separate Law Library, known as the Stally or Stallybrass Library which overlooks New Quad. The working library contains around 50,000 books plus another 15,000 titles (approx.), which include rare/special collections, distributed across several “stack” areas around College. Brasenose holds a substantial collection of antiquarian books and manuscripts dating back to the sixteenth century. It is believed that by the mid-sixteenth century Brasenose owned in excess of 100 volumes and now holds around 2,500 books published before 1641. Many of these were chained in the Main Library until the 1780s refurbishment. The library is open 24/7 throughout the year and there are approximately 110 reader spaces plus a casual seating area. All areas of the library are for silent study except for the collaborative study room at the end of the Old Cloisters (Smith Reading Room). Books are issued using a self-issue system and most may be borrowed for the term. The College library books appear on the Oxford University catalogue and Search Oxford Libraries Online (SOLO) is the search and discovery tool for the major collections of Oxford University’s libraries.

5. Summary of Terms and Conditions of Employment

Appointment: This is a permanent full-time post and there will be an initial probationary period of six months. The appointment will be conditional on verification of the successful candidate’s ‘Right to Work’ checks in advance of employment commencing and subject to the receipt of satisfactory references and medical clearance through the University’s Occupational Health Services.

Salary: Equivalent to Grade 5 of the Oxford University salary scale, currently £26,341 to £31,406 per annum depending on experience. Advancement up the scale is on merit.

Hours of Working: Full Time, 35 hours per week, Monday to Friday.

The post holder will be required to work the hours necessary to fulfil the job requirements and subject to operational needs. A willingness and ability to adopt a flexible approach to working hours and duties is essential according to the requirements of the College.

Benefits:

- **Pension** - Eligibility to the Oxford Staff Pension Scheme (OSPS). The successful candidate will be entered into this scheme automatically on joining, but on-going membership of the scheme is optional.
- **Salary Exchange Scheme** - Staff who join OSPS will also be enrolled into the Salary Exchange Pension Contributions Scheme on or around three months after joining Brasenose staff.
- **Annual leave** – The paid holiday entitlement for a full-time contract is six working weeks (30 days) annual leave (5 days is to be taken over Christmas break when College is closed) plus 8 Statutory Bank Holidays. Annual Leave shall be taken at mutually convenient times agreed in advance with the manager. Bank Holidays which fall within the full terms of the University of Oxford are normally worked, for which compensatory time- off in lieu will be given. The holiday year begins on 1 January and ends 31 December. For part years of service your entitlement will be calculated as 1/12th of the annual entitlement for each completed month.
- **Meals** - Employees are entitled to take lunch free of charge (where they work longer than 6 hours each day), when the kitchen is open.
- **Welfare Support** – Employee Assistance Programme – a free confidential telephone helpline and online medical guidance. Free annual flu jab.

- **Travel Pass Loan** - a discounted travel scheme is available with monthly deductions from salary
- **Cycle to Work Scheme/Bike Loan** – monthly deductions from salary
- **Sports Facilities** – Access to the University Sports club
- **A non-contractual College bonus** payable in December, if finances permit, and if start date is before 1 June.
- **University Card** - for discounts in shops, cafes and restaurants and University Leisure facilities
- **Other Information:** No smoking is allowed on any of the College sites.

6. Application process

To apply download the application form from the website and submit this online <https://submit.bnc.ox.ac.uk/> using the *Applications for Non-Academic Appointments* box.

Alternatively, you can request a recruitment pack by post by emailing hr@bnc.ox.ac.uk

Please note that CVs submitted without a completed application form will not be accepted.

Closing date: 21st January 2022 at 6pm. Applications received after this time will not be considered.

You will receive an acknowledgement email after your application has been successfully submitted via the online portal.

Recruitment Monitoring: This post is subject to recruitment monitoring to ensure that the selection process is consistent with the law and the College's Equal Opportunity Policy and Code of Practice. You are asked to complete the Recruitment Monitoring Form which is completed through the online application process. The information supplied on the form will play no part in the selection process and will not be seen by any members of the shortlisting panel.

Data Protection: All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the General Data Protection Act 2018. In accordance with the GDPR regulations 2018 please see the relevant privacy notice on the website.

https://www.bnc.ox.ac.uk/downloads/GDPR/PrivacyNotice_AcademicandNonAcademicStaffApplicant.pdf

Brasenose College is an equal opportunities employer

January 2022