



MAGDALEN COLLEGE, OXFORD

ASSISTANT LIBRARIAN FURTHER PARTICULARS

(Reference Number: LI19001)

MAGDALEN COLLEGE, founded by William Waynflete in 1458, is one of the largest of the thirty-nine Colleges of the University of Oxford. The College is a community of about 60 fellows, 600 postgraduate and undergraduate students, and a large number of staff. Rooms for the storage of books and archives were built in the 1470s and are still in use. See the College website for further information (<http://www.magd.ox.ac.uk>).

There are five Magdalen College libraries, including the newly extended and refurbished Longwall Library, a modern lending library used by fellows, students, and staff; an important collection of about 20,000 volumes of pre-1800 imprints and about 250 manuscript books stored in the original library room in the Cloisters, and the Denning Law Library. In addition, Charles Daubeny's nineteenth-century scientific library is housed here and there is a medieval history collection left to the College by the late medievalist Bruce MacFarlane. In all there are about 120,000 volumes.

All Members of the College, including SCR, MCR, JCR and staff members, are entitled to use the Longwall Library, which has a circulating collection of about 85,000 books arranged according to the Dewey Decimal Classification system, and around 3,000 films, as well as an extensive reference collection of books, periodicals, and access to on-line databases. The Longwall Library is open to members 24 hours a day, with swipe-card access and an automated self-issue system.

The Assistant Librarian will report directly to the Deputy Librarian, who in turn is managed by the Librarian. The main duties of the Assistant Librarian will include:

- Work as part of a dynamic team to ensure the smooth running of the Longwall Library, as well as all other College libraries;
- Processing of book requests and gifts, including cataloguing, and classification;
- Assist in the development of Longwall Library collections;
- Engage in reader services activities, including library inductions, enquiries, social media, and other forms of user-communication;
- Assist in all aspects of Aleph circulation, including general circulation, overdue books, end of term reports, and statistical reporting (training provided);
- Assist in serial subscriptions and cataloguing;
- Staffing the enquiry desk and answering enquiries in person, on the phone, or via email in a friendly and professional manner;

- Invigilate readers and visitors in the Old Library and assist in reference and reader enquiries in matters regarding the Old Library collections;
- Update and develop the Library's website;
- Temporary project work (e.g. stock-taking, book moves, weeding exercises, digitisation, exhibitions);
- Continue to develop the Library services in order to offer the best College Library experience in Oxford.

A great deal of team-work is involved and it is important that the Assistant Librarian be able to help foster an enjoyable and healthy work environment and work well with various colleagues.

Requirements

It is essential that all candidates have the following qualifications:

1. A good undergraduate honours degree;
2. Professional library qualifications;
3. Previous library experience, preferably in an academic library;
4. General understanding of MARC, AACR2 and RDA, and international classification systems (preferably DDC);
5. Willingness to train to use all Oxford Aleph modules;
6. Excellent written and spoken communication skills;
7. Excellent analytical skills and a good eye for detail;
8. Ability to be a good team-worker *and* to work independently;
9. Ability to deal with readers and colleagues in a friendly, proactive and professional manner.

The following are desirable:

1. Knowledge of another language;
2. Experience of developing a webpage and social media for institutional representation.

Hours of Work

The post is full-time (36.5 hours per week), however the postholder is expected by the nature of the job to be flexible in the number of hours worked to allow for the requirements of the role. This will at times involve working outside normal hours (e.g. for weekend and evening talks or exhibitions and meeting donors). Holidays are 30 working days per annum plus bank holidays and these would normally be taken outside full term.

The College provides for maternity leave on a basis that exceeds the statutory provisions. Provided that they have at least 26 weeks' service with the College at the 15th week before the expected week of birth, women are eligible for 26 weeks' maternity leave on full pay, followed by 13 weeks of leave on Statutory Maternity Pay (SMP) and 13 weeks of unpaid maternity leave. Arrangements are available for Adoption Leave, Shared Parental Leave, and Paternity Leave. Magdalen College has a priority claim on four places in the University nurseries.

Salary

The salary for the post will be on the scale £22,017 – £25,482 per annum (Grade 4 of the University pay scale), depending on skills and experience.

Benefits

- Free lunch while on duty when the kitchen is open
- Optional membership of contributory pension scheme (Oxford Staff Pension Scheme)
- Car parking (subject to availability)
- Use of sports facilities
- Optional contributory Healthcare scheme
- Bus pass purchase scheme
- Holiday entitlement of 30 working days, plus bank holidays (some restrictions may apply when holiday cannot be taken and some set days of holiday must be taken when the College is closed)

Application Procedure and Deadline

A detailed letter of application and a completed application form should be emailed to the Human Resources Assistant at Magdalen College (human.resources@magd.ox.ac.uk; telephone: 01865 276033) **by 12.00 noon on Monday 17 June 2019.**

Candidates are expected to use their letters of application to state clearly why they are interested in the post and how their qualifications and experience suit them for it. **Late or incomplete applications will not be accepted.** Following the offer of the position, appointment will be subject to (a) satisfactory completion of a medical questionnaire, and (b) provision of proof of the right to work in the UK.

Magdalen College is an Equal Opportunities Employer. For further information, see <http://www.magd.ox.ac.uk/equality>.

Recruitment Monitoring

A Magdalen College Recruitment Monitoring Form will be found at the following page on the Magdalen College website: <http://www.magd.ox.ac.uk/job-vacancies>. Applicants are requested to complete the form and return it to the Human Resources Assistant, Magdalen College, Oxford OX1 4AU (or by email to human.resources@magd.ox.ac.uk). Please note that the form is anonymous and is used only to monitor and ensure equality of opportunity for all candidates: it is not part of the selection process and will not be seen by any member of the selection committee.

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 Data Protection Act 2018 and the College's Data Protection Policy, which can be found at www.magd.ox.ac.uk/other-policies/data-protection/.