



MAGDALEN COLLEGE, OXFORD

ASSISTANT LIBRARIAN (MATERNITY COVER FTC 12 MONTHS) FURTHER PARTICULARS

(Reference Number: LI21004)

Magdalen is one of the largest colleges in Oxford with a very strong and exciting academic profile. The Assistant Librarian (Maternity Cover) will join the team responsible for the day-to-day running of the college's libraries, comprising the Acting College Librarian, Senior Assistant Librarian, and Library Assistant. The Library is at the heart of the college's academic life and the remit of the library team is to provide a high-quality library service to the students, academics and staff of the college community. The post-holder will take responsibility, under the supervision of the Acting College Librarian, for many routine but operationally important functions associated with the running of the library.

THE COLLEGE

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 70 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>).

THE LIBRARIES AND ARCHIVES

Magdalen College's libraries contain a total of some 120,000 volumes and include:

The Longwall Library: a modern lending library which has just been completely remodelled with a major extension. It has been designed to provide the flexibility to adapt as library needs continue to evolve and provides 120 reader spaces, two seminar rooms, attractive staff working areas, WiFi, exhibition display cases and break-out spaces. It has a circulating collection of about 108,000 books arranged according to the Dewey Decimal Classification system, and over 3,500 films, as well as an extensive reference collection of books, periodicals, and access to on-line databases. It seeks to cater, primarily, for the needs of the College's students, has a generous acquisitions policy to this end, and plays a core role in supporting the very strong academic track record of Magdalen's students. However, all members of the College, including academics and support staff, are entitled to use the Longwall Library and it also contains holdings, such as Charles Daubeny's nineteenth-century scientific library, which are of considerable interest to scholars and researchers.

The Old Library: a very fine rare books collection of around 20,000 volumes, including 250 manuscript books, and 140 incunables, stored in a library room that opened in 1481. In

addition to purchasing books throughout its history, Magdalen has always benefited from donations to the collection. Among the highlights are John Goodyer's library of early botanical books and continental imprints given by Arthur Throckmorton in the seventeenth century, the earliest papyrus fragments of the Gospel of Matthew, which came to the College in 1901, and hundreds of Oscar Wilde editions, bought with the help of Magdalen alumni in the last few years.

The Law Library situated in the Grove Building, contains an up-to-date reference-only collection of law books, law reports, and periodicals.

The McFarlane Library contains a specialist medieval history collection bequeathed to the College by K. B. McFarlane, who taught medieval history at the College.

The Assistant Librarian (Maternity Cover) will report directly to the Acting College Librarian. The main duties of the Assistant Librarian will include:

- Working 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 ordering, cataloguing, and classification
- Assist in the development of Longwall Library collections
- Engage in reader services activities, including library inductions, enquiries 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
- Processing of all Library & Archives spending, with support from the Acting College Librarian, in addition to the oversight of the Library's book and serial budgets
- Staffing the enquiry desk when necessary 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
- Temporary project work (e.g. stock-taking, book moves, weeding exercises, digitisation)
- Coordinate the delivery of an exhibition programme for 2021/22, including installation and promotion, working with the Libraries & Archives team, curators, exhibition designers and conservators as directed by the Acting College Librarian
- Administer and promote outreach activities relating to the special collections and Archives, and support the Acting College Librarian in arranging tours and delivering outreach activities.
- Continue to develop the Library services in order to offer the best College Library experience in Oxford.

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 in production of high resolution digital images
3. Experience of developing a webpage and/or social media for institutional representation

The College particularly welcomes applications from Black, Asian, and Minority Ethnic Candidates.

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 successful candidate will be entitled to membership of the Oxford Staff Pension Scheme (OSPS) and will be automatically enrolled subject to the rules for qualification of that scheme. The College also has a contributory healthcare scheme, bus pass purchase scheme, cycle to work scheme, free sports club membership, free lunch when the kitchen is open and car parking may be available.

The College provides for maternity leave on a basis that exceeds the statutory provisions. This is a day one entitlement and there is no qualifying period, 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 for Adoption Leave, Shared Parental Leave, and Paternity Leave are also in place. Magdalen College has a priority claim in the University nurseries.

Salary

The salary for the post will be on the scale £22,847 – 28,756 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)

Schedule

Interviews are expected to be held in the week commencing Monday 1 November 2021 and will be at Magdalen College in a Covid-secure environment. We would ideally like the successful candidate to start in the first 2 weeks of December 2021

Applications

Detailed letters of application together with completed application and recruitment monitoring forms should be sent either to human.resources@magd.ox.ac.uk or to Human Resources, Magdalen College, Oxford, OX1 4AU by 12 noon Friday 22 October 2021. Candidates are expected to use their letters of application state clearly why they are interested in the post and how their qualifications and experience suit them for it. The names of two referees are also required, although references will only be taken up for short-listed candidates. Should you have any questions about the application procedure please call the Human Resources office on 01865 276033.

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 <http://www.magd.ox.ac.uk/other-policies/data-protection/>.

Late or incomplete applications will not be accepted.

Magdalen College is an Equal Opportunities Employer.