



MAGDALEN COLLEGE, OXFORD
SPECIAL COLLECTIONS LIBRARIAN

FURTHER PARTICULARS

(Reference Number: LI23004)

Full-time, 37.5 hours per week.

Term: Permanent

Accountable to: College Librarian

Liaison with: Fellows, students, staff, alumni, donors, heads of college departments

Magdalen is one of the largest colleges in Oxford with a very strong and exciting academic profile. The Special Collections Librarian will join the team responsible for the running of the college's libraries, comprising the College Librarian, Deputy Librarian, Senior Assistant Librarian, Special Collections 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 as well as to make our research and special collections available to external researchers. The post-holder for this new role will take responsibility for the cataloguing of early printed books and for reader services in the Old Library, as well as contributing more widely to the use of Magdalen's special collections for teaching, research and engagement. The College Librarian's role is currently a job share.

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 was completely remodelled with a major extension in 2016. 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 medieval manuscript books and 140 books printed before 1501, stored in a library room completed 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 the 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 and T.E. Lawrence editions bought with the help of Magdalen alumni in the last few years. Whilst much of the collection is described on Oxford's online catalogue, SOLO, there is significant cataloguing work still to be done, including creating bibliographic records for around 20% of the volumes and adding copy-specific information for 85% of the volumes.

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 ROLE

Key responsibilities

- New and retrospective cataloguing of the early printed books in the Old Library to RDA, MARC21 and DCRM(B) and Oxford University Libraries standards, including the research and recording of copy specific information and provenance. Reporting copies to the English Short-Title Catalogue (ESTC) database or updating information via the ESTC where copies have already been reported
- Answering enquiries relating to Magdalen's early printed books and manuscripts, in person, on the phone, or via email in a friendly and professional manner with the support of the College Librarian
- Managing reader services for the Old Library, including the arrangement of appointments for researchers and the supervision of researchers in the Old Library
- Invigilating the Old Library when it is open for public events, including the weekly exhibition openings, with the support of a volunteer invigilator and from members of the Library & Archive team
- Dealing with requests for digital images of special collections items for researchers both for private study and for publication; overseeing reproduction rights paperwork for such requests
- Assist the College Librarian in identifying and prioritising conservation/preservation needs, in consultation with other library staff and the Oxford Conservation Consortium
- Improve role-appropriate collections knowledge through regular continuing professional development activities. Maintain awareness of national and international developments in special collections to ensure good practice
- Contribute to a programme of displays, exhibitions, tours and public engagement events for the promotion of Magdalen College and its special collections
- Contribute to the Library & Archive social media presence, including composing blog posts; assist with the uploading of content in collaboration with the L&A team

- Assist with college, university and outreach teaching sessions in the Old Library
- Assist in the preparation of external funding applications for special projects, subject to the College's approval processes
- Assist in identifying, planning and delivering appropriate projects within special collections including digitisation
- Assist in the development of policy and strategy in relation to the special collections
- Support, on occasion and as required, the work of the rest of the library team
- Any other duties commensurate with this post as assigned by the College Librarian

A great deal of team-work is involved and it is important that the Special Collections 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:*

- A good undergraduate honours degree along with a postgraduate qualification in information management or librarianship
- Previous library experience, preferably within a special collections library
- Knowledge of MARC, AACR2 and RDA, and the relevant standards for rare books cataloguing including DCRM(B)
- Practical experience in cataloguing early printed books
- Excellent interpersonal skills and a willingness to deal with readers and colleagues in a friendly, proactive and professional manner
- Excellent written communication skills
- Excellent analytical skills and a good eye for detail
- An adaptable approach and readiness to show flexibility in a changing environment

*The following are **desirable**:*

- Knowledge of a European language and/or Latin
- Training and authority to use all Oxford Aleph modules
- Experience with and knowledge of medieval manuscripts
- Up to date awareness of national and international trends, developments and best practice pertaining to special collections management
- Experience of developing a webpage and/or social media for institutional representation
- Experience in the production of high-resolution digital images

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

Hours of work

The post is full time (37.5 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). 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 University Superannuation Scheme (USS pension) 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. Magdalen College has a priority claim in the University nurseries.

Salary

The salary for the post will be on the scale £31,502-£37,386 per annum (Grade 6 of the University of Oxford 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 3rd July 2023 and will be at Magdalen College. We would ideally like the successful candidate to start by September 2023.

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 on Monday 12th June. 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.