



## MAGDALEN COLLEGE, OXFORD

### COLLEGE LIBRARIAN (Maternity Cover)

FURTHER PARTICULARS

(Reference Number: LI25002)

**Hours of Work:** Full-time, 37.5 hours per week

**Contract type:** This is a fixed term post until July 2026. It is expected that the post will commence towards the end of May 2025

**Accountable to:** The Library & Archive Committee and its chairman

**Direct reports:** College Archivist, Deputy Librarian, Special Collections Librarian

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

#### THE ROLE

Magdalen is one of the largest colleges in Oxford with a very strong and exciting academic profile. The College Librarian leads 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 Librarian also has oversight of the College's Archives.

The College Librarian is responsible for ensuring that the library facilities meet the needs of the college's students, whilst also maintaining and developing interest in the College's special collections of manuscripts and books and its exceptionally rich archives. He or she should have the character and appetite to become an influential and valued figure in the wider life and workings of the College. This will include playing a role in the College's significant outreach provision, for instance by running workshops relating to Special Collections and exhibitions for visiting school groups. He or she will be a member of the College's Tutorial Board (the committee with oversight of academic affairs in the College), and a member of the Senior Common Room with an entitlement to dining rights including taking lunch in the Senior Common Room.

#### 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, 640 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, 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 85,000 books arranged according to the Dewey Decimal Classification system, and over 2,500 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. All members of the College, including academics and support staff, are entitled to use the Longwall Library.

**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.

**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 Daubeny Library** comprises the scientific collection that Charles Daubeny bequeathed to the College in 1867. It is still housed in his original laboratory space in the Daubeny Building.

**The Archives:** one of the most important archives in Oxford and Cambridge, it includes 12,000 medieval deeds and manorial records, official documents dating from the foundation of the College in 1458 to the present time, a large collection of architectural drawings, and personal papers of former Magdalen Presidents, Fellows and students.

## THE LIBRARY AND ARCHIVES STAFF

The Libraries and Archives team includes the Deputy Librarian, Senior Assistant Librarian, Special Collections Librarian and Library Assistant.

Also reporting to the College Librarian is the College's full time Archivist and Records Manager, who is supported by a full time Assistant Archivist and Records Manager, and a part time Estates Archivist.

The College is a member of the Conservation Consortium of Oxford Colleges and currently benefits from two days per week of its specialist conservation time for work on material from the Library collections and the Archives.

## **KEY RESPONSIBILITIES**

The College Statutes stipulate that it shall be the duty of the Librarian to ensure the development, efficient organisation, smooth running and security of the libraries and archives. In undertaking this duty, the core responsibilities of the post, shared with the other members of the Library staff, include but are not confined to the following:

### **1. Staff management:**

- a. Ensure appropriate staffing of the Library and Archives;
- b. Participate in annual review procedures;
- c. Line management of the College Archivist, Deputy Librarian, and Special Collections Librarian;
- d. Oversee recruitment, development and wellbeing of staff in collaboration with the HR Department;
- e. Manage, train and support colleagues, and share in their day-to-day tasks as appropriate;
- f. Maintain both health and safety, and equality and diversity awareness within the team.

### **2. Planning, strategy and development, in consultation with Library and Archives**

#### **Committee:**

- a. Develop and maintain the modern library collections to support undergraduate and postgraduate learning in consultation with academic staff and students;
- b. Establish and document long-term goals, prioritising and planning for them;
- c. Identify repairs and improvements to the Library's spaces and fabric;
- d. Liaise regularly with the Chair of Library and Archives Committee, as well as I.T. Manager, Bursary and Development offices when required;
- e. Represent the College on the Committee of College Librarians and wider Oxford Library committees and bodies as necessary;
- f. Document library policy and actions in accordance with the College Bylaws;
- g. Support College outreach and development initiatives;
- h. Manage the Library's projects and provide support for the Archive's projects in collaboration with the Archivist;
- i. Contribute to, and support, the College's outreach and development programme, and maintain good relations with donors and alumni.

### **3. Finance:**

- a. Manage the Library budget and monitor expenditure;
- b. Work with the Bursary to maintain accurate budget forecasts and identify necessary changes;
- c. Take responsibility for the department's credit card. Oversee the maintenance of accurate records of transactions.

### **4. Reader and Visitor Services:**

- a. Oversee all aspects of reader and visitor services, including inductions, tours, outside-reader requests, and user education;
- b. Ensure that circulation policies are monitored, reviewed and changed to best meet readers' needs;
- c. Oversee the development of services for disabled readers;
- d. Set, communicate and enforce Library rules;

- e. Deal with complaints, feedback, and enquiries (both internal and external);
- f. Promote Library collections and services to all levels;
- g. Promote the Library, its collections, and its services.

#### **5. Technical services:**

- a. Oversee and contribute when necessary to cataloguing (RDA and AARC2) and classification;
- b. Oversee and contribute when necessary to monitoring and maintaining Magdalen records to ensure they meet Bodleian standards;
- c. Oversee the acquisition of books and other holdings;
- d. Identify material for purchase from reading lists, requests, catalogues, and missing lists including monographs, serials, and standing orders;
- e. Oversee, and contribute when necessary, to stock management including moves or withdrawals.

#### **6. Special collections:**

- a. Take responsibility for the care and conservation of all the Library's holdings, drawing on advice from the Oxford Conservation Consortium.
- b. Keep abreast of best practice for the care, cataloguing, security, services for researchers, and access of special collections, and ensure that these are met.
- c. Prepare external funding applications for special acquisitions and conservation projects, subject to the College's approval processes, and work with the Development Office on fundraising initiatives.
- d. Seek out opportunities to encourage research into Magdalen's special collections, engage with scholars, and represent Magdalen's Library and Archives within the University of Oxford and nationally.
- e. Support the Special Collections Librarian in dealing with enquiries, and oversee filming requests.
- f. Organize a programme of exhibitions and events relating to Magdalen's special collections, and deliver workshops and teaching as requested by the College as part of its teaching and outreach activities.

### **SELECTION CRITERIA**

*It is essential that all candidates have the following qualifications and attributes:*

1. Possession of at least an undergraduate degree, complemented by a professional qualification in Librarianship
2. Significant experience of working in academic libraries of a similar size to Magdalen's
3. Proven experience of managing a large team and of direct report line management in a library and archive setting
4. Experience of organising and participating in committee meetings and of providing expert advice and making recommendations through briefings, presentations and written reports
5. Significant experience of working with and expertise in special collections, specifically Western medieval manuscripts and early printed books
6. Project management skills including liaison with external suppliers
7. Acquisitions, budgets, and stock control experience
8. Experience of cataloguing and library management systems, preferably ALMA

*The following are desirable:*

1. Training and authority to use all Oxford ALMA modules
2. An understanding of the needs of archive and archivists
3. Knowledge of other languages
4. Experience of training or teaching, especially working with young people in the context of higher education
5. Postgraduate research qualifications

### **General Conditions**

The salary range is Grade 8 of the College Pay Scale (£46,735 to £60,907) depending on skills and experience, plus Oxford University Weighting £1500 per annum.

The post will at times involve working outside normal hours (e.g., for weekend and evening talks or exhibitions and meeting donors) for which time off in lieu will be granted.

### **Benefits**

- Free lunch while on duty when the kitchen is open
- Membership of the University Superannuation Scheme (USS)
- 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)

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

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 are available for Adoption Leave, Shared Parental Leave, and Paternity Leave. Magdalen College has a priority claim on places in the University nurseries.

### **Schedule**

Interviews are expected take place in the week commencing 28 April and will be at Magdalen College. We would like the successful candidate to be in post by the beginning of June if possible.

### **Applications**

Detailed letters of application together with completed application and recruitment monitoring forms should be sent either to [human.resources@magd.ox.ac.uk](mailto:human.resources@magd.ox.ac.uk) or to Human Resources, Magdalen College, Oxford, OX1 4AU by 12 noon on Monday 14 April 2025. 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. 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. Late or incomplete applications will not be accepted

**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/](http://www.magd.ox.ac.uk/other-policies/data-protection/).

*Magdalen College is an equal opportunities employer*

**Please note that all correspondence regarding your application will be by email.**