



MAGDALEN COLLEGE, OXFORD

DEPUTY LIBRARIAN FURTHER PARTICULARS

(Reference Number: LI25003)

Hours of Work: Part-time, 19.5 hours per week.

Contract type: This is a fixed term post for 12 months

Accountable to: College Librarian

Line management for: Senior Assistant Librarian and Library Assistant

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 Deputy Librarian will join the team responsible for the running of the college's libraries, comprising the College Librarian, Deputy Librarian, Special Collections 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 as well as to make our research and special collections available to external researchers.

The Deputy Librarian will work alongside our current Deputy Librarian (part-time, 18 hours per week) to take responsibility, under the direction and supervision of the College Librarian, for the day-to-day running of the library and the supervision of the library team. We are recruiting an additional part-time Deputy Librarian to provide support during a period of unanticipated shortfall in staffing.

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

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.

KEY RESPONSIBILITIES

- With the support of the College Librarian, line management of the Senior Assistant Librarian and Library Assistant, and oversight of interns and volunteers
- Responsibility for the smooth day-to-day running of the Longwall Library, in consultation with the College Librarian
- Oversight of reader services activities, including library inductions, enquiry training, social media, and other forms of user-communication
- Staffing the enquiry desk when necessary and answering enquiries in person, on the phone, or via email in a friendly and professional manner
- Responsibility for all acquisitions, with support from and in discussion with the College Librarian
- Ensuring the cataloguing and classification of new acquisitions and some retrospective projects
- Processing of all Library & Archives spending, with support from the College Librarian
- Planning and managing project goals for the Longwall Library and contributing to the setting of wider strategic goals for the library team to offer the best library experience in Oxford
- Deputising for the Librarian in their absence
- 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 Deputy Librarian be able to help foster an enjoyable and healthy work environment and work well with various colleagues.

SELECTION CRITERIA

It is essential that all candidates have the following qualifications:

1. A good undergraduate honours degree along with a postgraduate qualification in information management or librarianship
2. Previous experience of working in an academic library
3. Knowledge of MARC, AACR2 and RDA, and international classification systems (preferably DDC)
4. Excellent IT skills and the ability to master new IT applications including social media for professional and promotional purposes
5. Excellent interpersonal skills and a willingness to deal with readers and colleagues in a friendly, proactive and professional manner
6. Excellent analytical skills and a good eye for detail
7. An adaptable approach and readiness to show flexibility in a changing environment

The following are desirable:

1. Training and authority to use all Oxford ALMA modules
2. Experience of supervising colleagues and/or projects
3. Experience of organising and giving library inductions
4. Knowledge of other languages
5. Interest in the implementation and review of policy and procedures

APPLICATIONS ARE PARTICULARLY WELCOME FROM WOMEN AND FROM BLACK, ASIAN, AND MINORITY ETHNIC CANDIDATES.

General Conditions

The salary range is Grade 6 of the College Unified Pay Scale (£33,482-£42,882 FTE) pro-rata depending on skills and experience, plus Oxford Location Allowance £1500 FTE per annum (pro-rata)

The post will at times involve working outside normal hours (e.g. for weekend and evening talks or exhibitions).

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, pro-rata (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 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.

Schedule

Interviews are expected to be held in the week commencing Monday 7th July and will be at Magdalen College. We would ideally like the successful candidate to start in August or September.

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 16th 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.

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 <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.