



ST JOHN'S COLLEGE  
UNIVERSITY OF CAMBRIDGE

## Further Particulars for the post of Librarian, St John's College, Cambridge





# St John's College

Wishes to appoint a Librarian to head its Library and Archive Department, who will be elected to a Fellowship in association with the appointment.

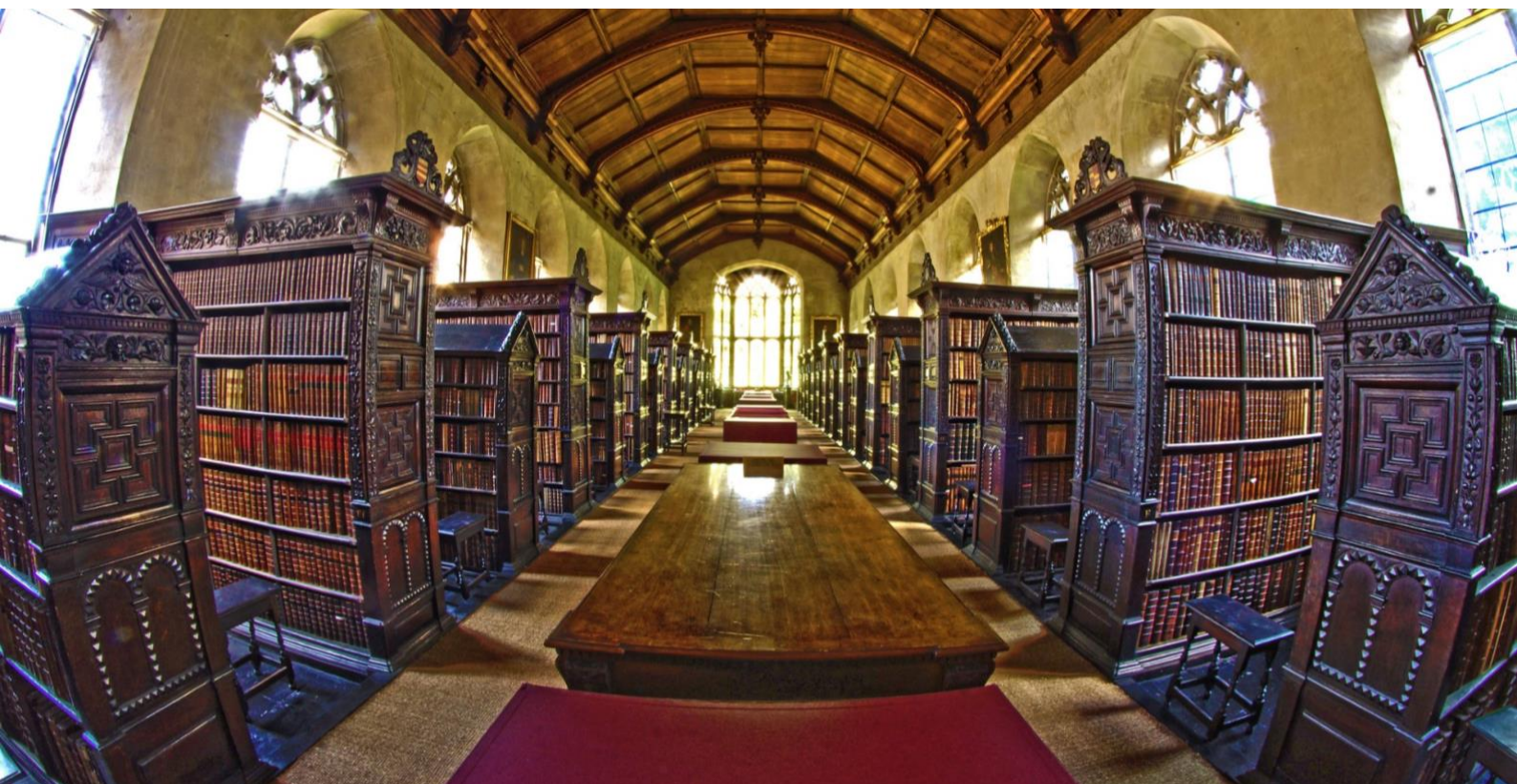
## About the College

For over 500 years, St John's College has flourished as an independent and self-determining academic community, whose purposes are education, learning, research, and religion. We address this mission with an unwavering commitment to academic freedom, excellence, and integrity, committed to sustain and enhance the College's global renown for scholarship across a wide range of disciplines, and aspiring to be regarded as a beacon of academic excellence.

This is a friendly, warm, and welcoming place with a deep sense of belonging. The College is held in lasting affection by its members, who include around 150 Fellows, about 600 undergraduate and over 350 postgraduate students, some 13,000 alumni worldwide, and by our 250 staff. Our community is a tolerant, inclusive, caring, respectful meritocracy, with genuine *joie de vivre*. We cherish the diversity of experience, culture, and perspective in members of the College, and the way this enriches our learning and our lives. We seek to balance how we fulfil our purposes today with our stewardship responsibilities for future generations in the College, and for the wellbeing of humankind and our planet. As one of the largest and most widely known of the 31 constituent colleges in the University of Cambridge, consistently ranked amongst the top three universities in the world, we make an important contribution to the wider University.

The Library is of course central to the College's mission. A Library was created on the College's foundation in 1511, and in 1624 what we now call the Old Library was built on the banks of the River Cam. This now houses our Special Collections – historic manuscripts, rare books, and historically important collections of personal papers. A modern Working Library, built in the mid-1990s, houses borrowable books and current periodicals, providing workspace for members to use at any time of day (or night). The Working Library offers over 120 reader places and has capacity for 120,000 books on open access. The College is also home to our extensive institutional Archive, held in the School of Pythagoras (the oldest secular building in Cambridge), which record the growth of the administration, benefactions, finances, and property of St John's since the College's foundation in 1511.

Further information about the College can be found on at [www.joh.cam.ac.uk](http://www.joh.cam.ac.uk).





## Introduction to the role

This is an important role at an important time for the College Library and Archive. Our Librarian will lead the development of an inspiring vision for our Library and Archive so that, over the next 20-30 years, their contribution to the College's mission meets all our expectations for innovation and enabling academic excellence.

There are important strategic and policy matters to be addressed, centring on how our libraries will meet the expectations of users today and into the future, by embracing new ways of working, studying and accessing content, being willing to think differently about space when we need to and fully harnessing the benefits of digitisation. The Librarian will lead on updating and maintaining policies for developing the collections and institutional record-keeping, and on addressing storage constraints and environmental challenges in our historic buildings. In all these transformational opportunities, and in the day-to-day service they provide, the Library and Archive should be a model for collaboration within the College and across the collegiate University.

We are looking for a Librarian who can build, lead and inspire a high performing team within a forward looking, collaborative culture, who maintains high standards of delivery to meet the needs of users, and who combines innovation and expertise with a track record of making things happen. The Librarian will draw on the support and expertise of our excellent community of College Officers and heads of department, in areas from leading fundraising through to implementing physical and virtual solutions.



## Role Description

The Librarian heads the Library and Archive Department of the College, responsible for ensuring that they make their fullest contribution to the College's purposes for education, learning and research.

The role includes: the management and operational leadership of the Department; ensuring that the Library offers a consistently excellent, modern and welcoming service to members of College and other users; the proper stewardship of the Old Library's historical and special collections and materials in the Archive; realising opportunities for the collections to support scholarly research and excellent teaching; and enabling the collections to be more widely understood and enjoyed in support of College's public benefit policy.

This is a full-time appointment.

Salary £65k - £70k p.a. (depending on experience).

The position reports to the College Council.

The Librarian is responsible and provides overall leadership for the Library and Archive Department (the Working Library, the Old Library, and the Archive) with a departmental staff team of 10, of whom currently 2/3 are direct reports, plus volunteers.

The Librarian works in close liaison with the Senior Tutor and with the Senior Bursar (as chair of the Records and Data Committee) and as appropriate with the Domestic Bursar and assistant staff in other departments.

The following Committee duties fall within the duties of the Librarian:

- Secretary to the Working Library Committee
- Secretary of the Historical Collections Committee
- Member of the Research Committee
- Member of the Records and Data Committee

From time to time, significant projects such as the digitisation of records may require *ad hoc* Committees to steer them to completion; the Librarian would normally be expected to be Secretary of such committees.

In common with all Fellows, a degree of committee service is expected beyond the requirements of this College Office.

## Overarching responsibilities

The Departmental responsibilities of the Librarian are to:

1. Lead, manage, oversee, and support the staff of the Library and Archive Department, collaborating with colleagues across the College to enable academic excellence and sustain a distinctive collegiate experience, and optimising the benefits of working across the collegiate University
2. Be responsible for recommending and pursuing the collections management policies (including for maintenance, development, curation, accreditation, access by members of College) from the working collections through to the College's 'designated' collections of internationally important rare books, manuscripts and other special collections, and the Archive materials.

3. Be responsible for bibliographic control to ensure that proper and consistent standards of cataloguing, classification and conservation are maintained across the collections and archive.
4. Engage with Fellows, students, staff, and alumni on matters within the scope of the role, in particular liaising with the Communications Department to develop content for the website and other approved external channels, with the IT Department on the intranet, and sharing news with the College community through the internal newsletter, College publications, presentations and special exhibitions
5. Lead a project to develop and implement a digitisation programme for the collections, including as appropriate identifying and securing external funding opportunities, such as from foundations, donors, the National Lottery, alumni.
6. Ensure that Committee/Council/delegated approvals are properly secured and followed through in relation to arrangements for the loan of materials from the libraries, Archive, or collections to external bodies, and for image permissions.
7. Support the College's public benefit policy in relation to material in the libraries, Archive and collections that is nationally or internationally important (e.g., requests for loans of material, staging exhibitions etc) or that is relevant for other widening public access reasons.
8. Ensure compliance with all relevant regulatory frameworks applying to the Department, including copyright, data protection, health and safety, and maintain appropriate external professional/institutional accreditation(s) for the Library and Archive.
9. Represent the Library, Archive, and the College's historical and special collections to external parties, in professional and equivalent networks in Cambridge, with donors, and at external events as appropriate.

In relation to **the Old Library**, the Librarian will in addition:

- advise the Historical Collections Committee, and other Committees as appropriate, on strategic considerations and policies in relation to the MLA 'designated' and other collections and the Old Library buildings, services, and facilities
- oversee the development and implementation of a prioritised conservation and preservation schedule
- advise on and implement the College's policy for the acceptance of personal collections/papers proposed to be donated to the Old Library by former or deceased Fellows (or other distinguished Johnians)
- ensure that the collections are managed to optimise the use of space and to keep storage requirements within bounds
- from time to time, be involved in conjunction with the Development Director in negotiations with alumni or potential donors wishing to present books, manuscripts and other materials to the Old Library or to the Archive (also involving the Senior Bursar)

In relation to the College's permanent **Archive**, the Librarian will in addition:

- working with relevant Committees and College Officers, ensure that the Archivist can prioritise, manage and balance the proactive and reactive demands on the Archive
- provide support and guidance to the Archivist on records management, online cataloguing, document retention, secure storage, conservation, and specific Archive policies/plans/budgets, in relation to the institutional records of the College
- develop with the Archivist, and in liaison with the Senior Bursar, policy and recommendations for the acceptance, management and disposal of collections of personal papers that are of substantive relevance to the institutional history of the College (e.g., from former Masters), including any interface with the Old Library

In relation to **pictures and portraits**, the Librarian will in addition:

- ensure that a complete record of the College's collections of original pictures and portraits is maintained, including provenance, location, valuations, and condition.
- ensure that an annual report on pictures and portraits is prepared for consideration by the Historical Collections Committee and for submission to Council
- more generally support the relevant staff in managing the College's original pictures and portraits

In relation to **operational responsibilities**, the Librarian will in addition:

- propose and oversee the implementation of policies and, where appropriate, standing orders, for the use and management of the Library and Archive
- ensure that effective security systems are in place
- recommend and be responsible for implementing the College's disaster management plans and procedures in the event of a major incident with consequences for the contents, operation and/or fabric of the libraries, historical and special collections, and/or Archive, including recovery plans and interim measures to sustain the academic life of the College
- oversee the Sub-Librarian's and Archivist's arrangements to support bona fide research visits, under appropriate conditions.
- approve requests channelled through the Communications Department
- approve and maintain a clear and comprehensive guide to the libraries for the benefit of users (online)
- where appropriate, support the use of the Old Library for approved College events
- be on call and available, when possible, to support College staff in the event of an emergency affecting the assets of the College that come under the responsibilities of the Librarian.

The **financial responsibilities** of the Librarian are to:

- develop a medium-term plan for the Library, Archive, and other collections
- direct relevant team members in the preparation of annual budget proposals, including any proposals for capital projects or changes to the staff establishment
- as Head of Department, be accountable for the Library and Archive budget, and other budget lines as appropriate
- advise the Bursary on insurance and related issues concerning the collections

The **management responsibilities** of the Librarian are to:

- as Head of Department, be accountable for developing and sustaining a cohesive and collaborative culture in the Library and Archive Department, and for compliance with College HR, H&S, IT, and other policies
- ensure strong and collaborative working relationships between the Library and Archive Department/teams and other parts of the College, particularly the Education Department, the Development Office and the Communications Department
- provide leadership and senior management direction and support for the staff of the Library and Archive, leading on recruitment and establishment, and line managing direct reports
- ensure that the annual plans for the Library and Archive, and their cascade into the annual objectives for the staff, are fully supportive of and engaged with wider plans and strategies in the College
- support staff to achieve the necessary professional standards and development relevant to their responsibilities.



## Other responsibilities

The above description is not exhaustive, and the individual would undertake other appropriate responsibilities if reasonable and asked to do so.

## Person specification

The minimum essential requirements identified for the role are:

- Degree and/or relevant professional qualification with current professional body membership
- Excellent leadership skills, demonstrating a collaborative and collegial approach to setting direction and achieving results in a highly professional, high-performing, and user-oriented library team and a dynamic academic institution
- Proven ability to think creatively and strategically and to translate strategy into action
- Good experience of successful project leadership and delivering change management, ideally with evidence of designing and implementing an innovative user-focused approach to developing and modernising library and collections policies and practice.
- A lively, curious and scholarly approach, which would command the intellectual respect of Fellows, students of the College and academic visitors engaged in research into the special collections
- Expert understanding of appropriate professional standards in librarianship, collection management, or information management
- Excellent manager of people and functions, with the ability to plan for and manage a large budget prudently and effectively.

- Proven representative qualities, able to form and sustain a range of stakeholder, alumni and donor/funding body relationships that are important to the department and to the College
- Excellent communication and presentation skills, in the day-to-day role and in support of the College's overarching communications strategy
- Strong commitment to developing the social, cultural, and intellectual experiences of students through the services provided by the Library and Archives.

## Terms and Conditions

- **Salary:** the appointment attracts a salary in the range £65,000 - £70,000 dependent on experience.
- **Pension:** the salary is pensionable under the Universities Superannuation Scheme (USS).
- **Hours of work:** 36.25 hours per week
- **Notice:** The appointment will be subject to an initial probationary period of 12 months during which the appointment may be terminated by one month's notice on either side. Following the successful completion of the probationary period, the period of notice would be three months on either side.
- **Relocation expenses:** the College will help with relocation expenses for an appointee who is required to move home in order to take up the appointment, up to HMRC limits. The postholder is expected to live within 20 miles of Cambridge;

**Fellowship:** It is intended that the appointee will be elected to a Fellowship of the College, which carries with it significant benefits (of a non-contractual nature) which include the following:

Fellows are eligible to join two healthcare schemes following three months' service:

- a) A BUPA medical insurance scheme, which is non-contributory for single cover up to the retirement age and contributory for family cover; and
  - b) A Simplyhealth cash-plan scheme, to provide support for day-to-day expenses, which is non-contributory for cover for the Fellow and dependent children under 18 years and provides cover up to the state pension age.
- Fellows are able to dine and lunch at the Fellows' Table as often as desired, with 90 meals per quarter (either lunch or dinner) being at College expense;
  - Fellows who fulfil certain conditions may be eligible for single residential accommodation within College which is free of rent (though subject to a service charge) whilst those who live out of College can benefit from either a non-pensionable housing allowance of £675 per month to support the rental of a property (or 50 per cent of rent paid if lower) during the first four years of the Fellowship, or participation in the College's 'house purchase scheme' – a shared-ownership scheme under which the College will contribute up to £200,000 to the purchase of a property;

There is an Employer Justified Retirement Age for posts within the Fellowship which is 30 September following the member of staff reaching 67 years of age.

Final confirmation of the appointment is subject to the receipt of two satisfactory references.



## Recruitment Process

Please include in your application:

- **A brief covering letter** summarising why you believe yourself to be suitable for the role and why the role appeals to you;
- **The enclosed Application Form** completed in full (applications without this form will not be accepted);
- **A full Curriculum Vitae** (Please note: CVs will not be accepted in substitution for completed Application Forms in the absence of good reason);
- **Names and contact details of 2 referees** who know you in a professional capacity, one of whom should be your current or immediate past employer. If you would prefer your current employer not to be approached at this stage, please indicate this.

Applications should be sent:

- by email to: [recruitment@joh.cam.ac.uk](mailto:recruitment@joh.cam.ac.uk)
- or by post to: **HR Department, St John's College, Cambridge, CB2 1TP**

to arrive no later than **9.00 am** on **15 February 2024**. Interview dates will be confirmed in due course.

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy. Please see attached for a copy of our Data Protection Statement for further information about how we process your personal data.