Further particulars for the post of Library Assistant
Requirement

St John’s College wishes to appoint a Library Assistant for a fixed-term period of two years.

St John’s College

St. John’s College was founded in 1511 by Lady Margaret Beaufort, the mother of King Henry VII. It is one of the largest of the University colleges and has some 530 undergraduate and 320 post-graduate students, and around 160 Fellows in a very wide range of academic disciplines. The charitable purposes of the College are the advancement of education, religion, learning and research. The College is currently able to accommodate all its students in College and nearby hostels and houses. All Fellows have a study in College and some are fully resident in College. Additionally, the College employs some 250 Assistant Staff. The College is a highly international community with approximately 15% of its undergraduates and 55% of its graduates coming from overseas.

Further information on the College can be found on the College website www.joh.cam.ac.uk

College Aims: the College’s statutory aims are the advancement of education, religion, learning and research.

Department Aims: to provide a modern, efficient and welcoming Library service for all members of the College, and for all others with valid reasons to make use of the College’s library collections and facilities, so enabling the College to fulfil its statutory and strategic aims.

Principal Responsibilities and Duties

Job title: Library Assistant

Department: Library

Responsible to: The Librarian. The Academic Services Librarian will supervise the work of this post where it relates to tasks in the Working Library.

Job Purpose: The principal purposes of this post are to undertake cataloguing and data-entry, to manage the efficient and timely processing of donations to the Library, to support colleagues in the Working Library with front-line services, and to carry through administrative, creative, and curatorial projects in all areas of the department’s work.

Principal Responsibilities

General

a) In order to provide an efficient, welcoming reception and enquiry service in the Library, the Library Assistant contributes to the staffing of the Issue Desk, day-to-day circulation procedures, and answering or referring enquiries from junior and senior members of the College and visiting scholars.
Cataloguing, administration of collections and donations

b) In order to enhance the on-line catalogue, and to improve both reader access to and staff knowledge of the Library’s extensive collections, the Library Assistant creates and upgrades on-line catalogue records for newly accessioned books in the Working Library, and may undertake the cataloguing, indexing and classification of distinct collections and holdings. The Library Assistant also processes donations, taking responsibility where required for selecting material from collections offered, ensuring that donors are recorded and thanked appropriately, and that donations are processed in a timely and efficient manner. This work includes selecting titles to be purchased through the ‘sponsor-a-shelf’ scheme where donors have specified a particular subject interest. The Library Assistant produces regular reports on donations for the Library and Records Committee, and for the College magazine *The Eagle*.

Biographical work

c) In order to assist the Biographical Librarian in maintaining and enhancing a comprehensive database record of more recently admitted members of the College, the Library Assistant undertakes specific data-entry projects relating to biographical records maintained for members of the College admitted since 2000.

Archives and Special Collections Projects

d) In order to fulfil the strategic aims of the Archives and Special Collections, the Library Assistant will undertake discrete projects aimed at improving access to the collections. Such activities may include, but are not limited to:

- Collating information and providing administrative support for the preparation of applications to funding bodies such as the National Archives or Heritage Lottery Fund
- Writing and editing webpages and other publicity material
- Specialist archival or rare books cataloguing
- Assisting with educational/outreach activities
- Conducting conservation surveys
- Curating themed exhibitions

Note: some work in the Archives and Special Collections may involve the supervision of volunteers.

Stocktaking

e) In order to maintain the long-term security and integrity of the borrowable collections, the Library Assistant coordinates summer stocktaking exercises, and reports findings to the Library and Records Committee.

Other duties

f) In order to ensure an efficient and prompt service to readers, and to meet the Library’s departmental and strategic aims, the Library Assistant will undertake such other reasonable and appropriate duties as the Librarian shall from time to time require.
Person specification

Set out below are the qualifications, experience, skills and knowledge that are the minimum essential requirements for the role or are desirable additional attributes.

Qualifications, Knowledge and Experience:

The Library Assistant will possess a high level of general education, preferably to degree level. S/he will have experience of working in academic libraries, and, ideally, of operating an automated library system or equivalent, and possess a sound knowledge of RDA cataloguing standards. Familiarity with standard current office computer software and online resources is essential. The Library Assistant should ideally be able to demonstrate some knowledge of standards for cataloguing of both rare books and archives, and of the protocols for handling such materials.

Training for all aspects of the post will be provided either within the Library or, if appropriate, externally. The College recognises that the Projects Assistant may wish to further his/her career by working towards formal library qualifications, or towards other appropriate qualifications.

Skills, Abilities and Competencies:

Accuracy in written work and data entry, and careful attention to detail are both essential, together with the ability to maintain the confidentiality of information. Good administrative and organisational skills are required. Like all Library staff, the Library Assistant must be an excellent communicator at all levels. The person appointed must be able to work well in a team, and also be able to demonstrate initiative in setting priorities for tasks to ensure that personal projects are delivered effectively and efficiently to agreed deadlines. The Library Assistant should demonstrate enthusiasm for the principles and practices of education.

Terms and Conditions

Length of post: Fixed-term, 2 years
Salary: The salary for the post will be between £11,079.03 - £12,018.42 p.a. for 17.5 hours per week (depending on experience)
Hours of work: 17.5 hours per week
Location: The role is based in Cambridge.

Contractual benefits include:

- Membership of a contributory pension scheme after a qualifying period
- Additional Christmas salary payment
- Annual leave of 36 working days (inclusive of Bank Holidays)

Other benefits include:

- Access to a ‘cash plan’ healthcare scheme currently provided by Simplyhealth which provides some financial assistance towards the cost of everyday health expenses such as sight tests or dental check-ups after a qualifying period]
• Free car parking close to the College (subject to availability)
• Free use of an on-site Gym
• Free life cover

The appointment will be subject to an initial probationary period of six months during which the appointment may be terminated by one week’s notice on either side. Following the successful completion of the probationary period, the period of notice is one month on either side.

Recruitment Process

Please include in your application:

• A completed application form;
• A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;
• A full c.v.

Applications should be sent:

by email to: 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 Wednesday 9 June 2021. Interviews are expected to take place on Wednesday 16 June 2021.

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.