Head of Library Services (40 hours per week)
Salary Circa £38,000 (dependant on experience) plus pension and benefits

Trinity Hall is seeking to recruit a Head of Library Services to manage the running of the College libraries.

The successful candidate will be a professional librarian reporting to the Fellow Archivist & Librarian for the development and implementation of policies and practices for the Jerwood Library (working library for undergraduates and graduates) and the Old Library (depository of the College’s collection of mss., incunabula and other valuable books). The post holder will be responsible for the supervision of the day-to-day operation of the libraries, the Deputy Librarian, and the appointment, training and supervision of student Library Support Staff.

The ideal candidate will be a qualified, experienced librarian with an imaginative and innovative outlook, an ability to plan and make decisions as a Head of Department and able to work with colleagues, Fellows and students.

Please provide a CV and covering letter with your application.

The closing date for the above position is 5pm Monday 16th October 2017. Interviews will be held Monday 30th October 2017

Further details and an application form are available at www.trinhall.cam.ac.uk/about/vacancies. Applications should be sent by email to jobs@trinhall.cam.ac.uk or posted to Trinity Hall, Trinity Lane, Cambridge CB2 1TJ. NB. CVs will only be accepted if accompanied by a Trinity Hall application form.

Enquiries to jobs@trinhall.cam.ac.uk, tel. 01223 764660.
JOB DESCRIPTION

Job Title: Head of Library Services.

Responsible to: Fellow Archivist and Librarian.

Place of Work: Based at Trinity Hall, Jerwood Library.

Hours of Work: Your contracted hours of work will be 40 hours per week

Objective: To ensure the provision of library services and the management of library staff at the Jerwood Library and Old Library, Trinity Hall.

Experience: Experience of working in an academic library and managing staff.

Main Duties & Responsibilities:

The Head of Library Services answerable to the Fellow Archivist and Librarian, has the following responsibilities:

- The development and implementation of policies for the enhancement of both the Jerwood Library and the Old Library, in particular:
  - The development and implementation of an acquisition policy in liaison with Directors of Studies.
  - The development and implementation of policies for the conservation of the Old Library’s building and environment and for the promotion of the special collections housed in the Old Library, including the preparation of bids for outside funding bodies.

- The appointment, training and supervision of the Deputy Librarian and other library staff, including post-graduate Library Support Staff, to carry out the tasks assigned to them in either the Jerwood Library or Old Library.

- The supervision of the day-to-day operation of the Jerwood Library and the Old Library

Jerwood Library:

- Setting priorities, planning the development of the collection and of reader services at the Jerwood Library.

- Management of the fund for the acquisition of books and other learning resources, including the presentation of an annual report of expenditure. Keeping a record of invoices and costs; sanctioning invoices and taking them to the Accounts Department on a weekly basis.

- Responsible for responding to enquiries from Fellows, staff and students relating to Reader Services.

- Conduct library induction tours for freshers, with the assistance of the Deputy Librarian. Provide one-to-one assistance to students on the use of the on-line catalogue, e-resources, the self-issue unit and other library processes and equipment.
• Prepare and update the annual Jerwood Library Guide, sending copy to the printer, checking the proofs and ordering the print run.

• Supervise the Deputy Librarian’s design and implementation of user surveys in order to raise awareness of library services and for information gathering for improving reader services.

• Maintain Library catalogues to RDA, MARC21 and LCSH standards, cataloguing of new books and existing un-catalogued material on-line using the cataloguing module. Supervise the on-line cataloguing of the Deputy Librarian and other library staff.

• As a member of the University of Cambridge Union Catalogue, liaise with the libraries@cambridge team at the University Library to maintain the on-line catalogue to professional standards.

• Classify new acquisitions using the Dewey Decimal Classification scheme (22nd ed.) or Moys scheme for legal materials, as appropriate. Plan and implement the re-classification of those sections of the Library which have the old in-house class marks using the Dewey classification scheme.

• Set term dates and update circulation policies (loan periods, overdue charges etc.) using Voyager’s Sysadmin module. Produce the daily production job using Voyager’s Reporter client, for generating reports and send out reminder notices and overdue notices by email to borrowers.

• Maintain the Voyager Circulation module in conjunction with the libraries@cambridge team at the University Library. Trouble shooting any circulation system problems with the University Library and with Bibliotheca.

• Manage the transition to the new Library Management System (Alma). Prepare and implement the new Alma modules (Cataloguing, Circulation and Acquisitions).

• Set priorities for book ordering in line with the Collection Development Policy. Select, or approve the selection by the Deputy Librarian, of books from departmental and faculty reading lists. In collaboration with the Deputy Librarian order books from on-line suppliers, Cambridge University Press and other suppliers. Approve student book recommendations in the absence of a response from the Director of Studies.

• In conjunction with the Deputy Librarian, develop, upload and maintain the web pages for the Jerwood Library and for the Old Library on the College website.

• In conjunction with the Deputy Librarian be responsible for posting news on the Jerwood Library’s Facebook page)

• Attend the Archives and Library Advisory Group, to present the Director of Library Services’ termly report and the libraries’ section of the Annual Report. Prepare the agenda and papers for the Archives and Library Committee. Serving as the libraries’ representative on the College Buildings & Health and Safety Committee, the IT Committee and other appropriate College and University committees. Representing the libraries of Trinity Hall at librarianship or rare books conferences.
Old Library

- Dealing with enquiries from scholars relating to the Old Library, providing written responses to enquiries where appropriate, supervising visiting scholars and groups, or arranging for their supervision by another member of the library staff in liaison with the Fellow Archivist.

- Dealing with enquiries for the supply of digital images and arranging for photographic reproduction of material in the Old Library.

- Maintaining a conservation programme for the books and manuscripts with the Cambridge Colleges Conservation Consortium.

- Organising Supporters of the Old Library events in liaison with the Fellow Archivist and Librarian and the Development Office of Trinity Hall.

- Any other reasonable duties required by the Fellow Archivist and Librarian

Trinity Hall reserves the right to change the duties detailed in this job description at any time. Changes will be introduced following discussion with the post holder.
## PERSON SPECIFICATION

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>• An MA in Librarianship</td>
<td>• Chartered Librarian.</td>
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<td>• Decision making, leadership and organisational skills.</td>
<td>• Knowledge of Voyager cataloguing and circulations systems.</td>
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<td>• Supervisory skills.</td>
<td>• Knowledge of the Dewey Decimal Classification Scheme.</td>
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<td>• Knowledge of automated library systems.</td>
<td>• Knowledge of maintaining web pages.</td>
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<td>• Knowledge of MARC21 cataloguing, RDA and Library of Congress Subject Headings.</td>
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<td>• Knowledge of classification.</td>
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<td>• Ability to manage budgets.</td>
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<td>• Knowledge of Access and Excel</td>
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<td>• Experience of working in an academic library.</td>
<td>• Experience of dealing with rare books.</td>
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<td>• Experience of managing staff. Experience of on-line cataloguing.</td>
<td>• Interest in manuscripts.</td>
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<td>• Accurate record keeping.</td>
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<td>• Checking own work and that of library staff.</td>
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<td>• Self-motivated, reliable, thorough and able to pay attention to detail.</td>
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<tr>
<td>• Innovative and enthusiastic.</td>
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<td>• Able to lead a team and to work as part of a team.</td>
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<td>• Able to plan and set objectives.</td>
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<td>• A professional approach to work and an ability to represent the library at meetings and conferences.</td>
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<td>• Willingness to learn new skills and undertake new training.</td>
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