Job title | Deputy Librarian
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Department | Library
Location | The Kathleen Major Library, St Hilda’s College. This role is based on-site, in the College.
Contract type | Full-time (35 hours per week), permanent
Grade | Equivalent to University Grade 6 (see [https://finance.admin.ox.ac.uk/salary-scales#collapse1096031](https://finance.admin.ox.ac.uk/salary-scales#collapse1096031))
Reporting to | College Librarian
Main Purpose of the Role | To support the Librarian in the day-to-day running of the library, contributing towards the efficient delivery of high-quality services to library users.

The Kathleen Major Library

The Kathleen Major Library at St Hilda’s College is a spacious, well-stocked and attractive space. It has seven reading rooms over three floors, with seating for over 150 readers. The galleried main reading room, dating from 1935, looks out over the River Cherwell and the spires of central Oxford. The library has step-free access to all levels.

The library seeks to cater, primarily, for the needs of the College’s students, however all Members of the College are entitled to use it. It houses around 70,000 books across all the subjects studied at undergraduate level, with multiple copies of the most frequently-used items. The collection has particular strengths in medieval history and literature and in women’s studies; there is also a large popular fiction section, welfare and recreational material. The College’s main holdings were recently migrated onto Aleph/OLIS and are now searchable via SOLO, Oxford’s shared discovery system.

The library team consists of the Librarian, the Deputy Librarian, the Library Assistant and the Archivist (who also works part-time in another College). The library has a termly consultative committee with undergraduate and graduate representatives and one of the Fellows with particular oversight for the library.

Duties and responsibilities

- To catalogue and classify Library material on to the Library management system (Aleph) using a modified Dewey system and international cataloguing standards.
- To assist with collection development and stock management. To assist in identifying, selecting and sending material for binding, and for de-selection.
- To support the smooth running of the automated circulation system, with specific responsibility for maintaining reader records and the swift processing of requested items.
- To contribute towards the maintaining of Library order and security.
- To deal with reader enquiries and to promote effective use of library resources, in particular, to develop and deliver library induction and training. To contribute to the preparation of user guides and documentation.
• To supervise and instruct student invigilators. To organise duty rosters and arrange for payment of student helpers.
• To participate in the Junior Library Committee and to take minutes.
• To continue to develop professional skills and awareness of the higher education environment. To participate in wider University committees and special interest groups, as the opportunities arise.
• To deputise for the Librarian in their absence.
• To carry out any other duties appropriate to the post, as directed by the Librarian.

The duties and responsibilities described above may be subject to reasonable amendment from time to time. In addition, you will be expected to perform any task reasonably assigned to you by your line manager

Person Specification

Essential Criteria:
• Ability to catalogue according to international standards (AACR2, RDA)
• Strong IT skills (including a basic knowledge of Microsoft Office)
• A first degree in any subject and a professional qualification in library or information science, or equivalent experience
• Ability to plan, prioritise and organise work
• Ability to work accurately, with attention to detail
• Ability to work flexibly as a member of a team, and to use interpersonal skills to work with colleagues, student members, academics and visitors
• Eligibility to work in the UK
• A degree in any subject, or equivalent experience

Desirable Criteria:
• Experience of the Aleph library management system and OLIS cataloguing training
• Experience of the Dewey classification system
• Experience of working in an academic library environment.

Terms and conditions

The post is to be filled from December 2022 or as soon as possible thereafter. The post is permanent with a probation period of six months.

The remuneration comprises:

• Salary at grade 6 of the University salary scales (see https://finance.admin.ox.ac.uk/salary-scales\#collapse1096031 )
• Membership (if desired) of the Oxford University Staff Pension Scheme.
• 38 days (pro rata) paid holiday, including public holidays and College closures at Christmas and Easter
• 35 hours work per week, based on-site, in the College
• Eligibility for group private medical and dental insurance
• Entitlement to meals free of charge when on duty, provided the kitchen is open.

How to apply

If you have any questions or would like to have an informal chat about this role, please contact Mrs Eleanor Kelly, Librarian: eleanor.kelly@st-hildas.ox.ac.uk.
To apply for this role please send a completed application form to Susan Vickery, HR Manager at recruitment@st-hildas.ox.ac.uk

The closing date for applications: 9am on 11th November 2022.

Interviews will likely take place on Thursday 17th November 2022.