ASSISTANT LIBRARIAN (Maternity Cover – 12 month contract)

Full-time, £28.2k to £29.5k p.a.

Keble is one of the largest colleges in the University of Oxford, with some 900 students divided evenly between undergraduates and postgraduates, studying a wide range of subjects.

The Library is at the heart of the academic life of the College, as well as housing special collections that attract visiting scholars from around the world. Its primary purpose is to support undergraduate and postgraduate study by providing a library service that is forward-looking and responsive to the needs of its users.

This fixed term maternity cover Assistant Librarian position will play a key part in circulation, collection development, and reader services, and will work alongside the Acting Librarian. This is a varied and challenging role, and will offer opportunities to develop skills in different areas of the profession, including work with online resources and with Keble’s collections of medieval manuscripts and early printed books.

- It is hoped that the successful candidate will be available to start in late January 2022.
- Reporting to the Acting Librarian
- Applicants should note that the job involves shelving books, working at height and lifting and carrying boxes.
- Contracted hours are 36.25 per week, 9am – 5pm
- There will be a 3-month probation period

Main duties and responsibilities

Reader Services

- Contribute to the provision of reader services, including library inductions
- Contribute to digital resources that support user education
- Ensure that Library rules are observed and the reading room facilities function smoothly
- Share staffing of the enquiry desk and answering in-person and remote enquiries
- Promote the Library’s services to members via the Library webpages, signage, social media and other means, as appropriate

Circulation

- Oversee the library’s circulation system, including the self-service borrowing system and the processes for overdue books and fines
- Monitor the Library's security system and resolve issues

Cataloguing & Classification

- Classify acquisitions using Keble’s in-house scheme and catalogue them using RDA and MARC21. Training will be provided as needed

Collection Development

- Contribute to selecting acquisitions, recording purchases, and processing of new stock
- Contribute to assessment of stock for weeding

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Special Collections

- Support the promotion, preservation, and use of Keble’s special collections of medieval manuscripts, early printed books, and modern special collections for teaching and research

Other duties

- Attend meetings and training, as required
- Contribute ideas to improve the library service
- Other duties as agreed with the Acting Librarian.

This role requires:

Essential

- A good first degree
- Experience of working in an academic library
- Experience of reader services, and the ability to liaise effectively with the full range of library users, including undergraduate, postgraduates and Fellows.
- A high level of accuracy and attention to detail
- Excellent written and verbal communication skills
- Ability to work well in a small team and also to work independently
- A high level of information and computer literacy, including proficiency with library management systems, word processing, spreadsheets, and use of online journals and databases
- Ability to solve problems and take a creative approach to work
- A general understanding of MARC, AACR2 and RDA, and classification systems

Desirable

- Full permissions for cataloguing monographs in Aleph
- Familiarity with SOLO and the network of libraries across the University of Oxford
- Experience of working with special collections
- A completed or in-progress postgraduate qualification in Library and Information Studies/Science

Instructions on applying for the role:
Please submit your CV (maximum 2 pages) as well as covering letter (maximum 2 pages) which should state how your experience matches that which we are seeking to marie.ruffle@keble.ox.ac.uk

Benefits of working for our College include:
- 38 days of holiday per year (including public holidays)
- eligibility to join the University’s Oxford Staff Pension Scheme
- free meals on duty
- discounted bus season tickets
- eligibility to join College’s gym

Closing date for receipt of applications: noon on Monday 22nd November 2021

We expect to conduct in-person interviews in the week of 29th November.

We are an equal opportunities employer