Job Description: Deputy Librarian

This is an exciting opportunity for a qualified and experienced librarian to join the Hughes Hall team as Deputy Librarian in this purpose-built college library.

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<tr>
<th>Job Title</th>
<th>Deputy Librarian</th>
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<tr>
<td>Location</td>
<td>Hughes Hall, Cambridge CB1 2EW</td>
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<td>Reporting to</td>
<td>Librarian</td>
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<tr>
<td>Contract Type</td>
<td>Permanent</td>
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<td>Probation Period</td>
<td>Six months</td>
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<td>Salary Range</td>
<td>FTE £25,482- £29,515 (university spine points 33-38)</td>
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<td>Hours of Work</td>
<td>60-80% of 37.5 hours per week Monday to Friday (with occasional evening and weekend work for which time in lieu will be given)</td>
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<td>Annual Leave</td>
<td>Annual paid leave of 25 days plus public holidays. Pro rata for part time members of staff. (Annual leave is not encouraged during certain periods of the Academic year, full details of which will be shared at the interview).</td>
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<td>Pension Eligibility</td>
<td>The College offers membership of a contributory pension scheme. Subject to your age and earnings level, you may be eligible for auto-enrolment into the scheme and you have the right to opt out at any time.</td>
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Hughes Hall is the oldest of the University of Cambridge’s six ‘graduate colleges’. It was established during the Victorian golden age of Cambridge college foundations with a pioneering purpose to provide postgraduate training for women teachers. Today the College accepts male and female students for all the subjects taught in the University. Our vision for Hughes Hall is to be a recognized leader in the University of Cambridge by 2050: a pioneering college for the third millennium. We are dynamic in our approach, developing a unique global impact at the cutting-edge of the academic, professional and commercial worlds.

As a mostly graduate college, Hughes Hall specialises in supporting students studying for taught and research graduate degrees. We also welcome mature students studying for undergraduate degrees. All students share in a distinctive and dedicated academic context created by a mature and committed community of scholars. A distinctive aspect of college life at Hughes Hall is a non-hierarchical culture where interaction and engagement between Fellows and students is open and encouraged. Unlike most colleges, Hughes Hall does not have a High Table reserved for Fellows at mealtimes.

The college library mainly provides core printed resources for undergraduate courses and for some taught masters courses, and appropriate electronic resources for all students.
Job Purpose

To provide professional support to the Librarian in the day-to-day running of all areas of Hughes Hall library, deputising and taking responsibility in the absence of the Librarian. Provide services to, and answer enquiries from, Hughes Hall’s students, other members of Hughes Hall, and external enquirers. The post-holder will catalogue and classify library materials and manage circulation, using the Alma Library Management System; contribute to the library’s social media and other communications; and participate in student inductions and ad hoc training in the use of resources.

Main Duties

Collection management and development
Checking book lists, prioritising Hughes Hall’s focus areas of Law, Business and Finance, Medicine, Engineering and Mathematics, and Education. Checking prices, selecting items for purchase in consultation with the Librarian and relevant Directors of Studies, and ordering them. Maintaining an awareness of the library budget when purchasing books and other items, reporting to the Librarian. In consultation with the Librarian and relevant Directors of Studies, select stock for removal from the library, de-accession and dispose of this stock, delegating when appropriate to the Senior Library Assistant.

Cataloguing and classification
Cataloguing and classification in Alma using MARC21, RDA, DDC and University standards.

Reader services
Amending students’ library records, or requesting amendment, when necessary, using Cambridge Libraries Patron System, CLiPS. Along with other library staff, providing inductions to new students. Helping ensure that students with special library requirements are accommodated. Advising on use of iDiscover and electronic resources on demand. Responding quickly to enquiries, both internal and external. Liasing with enquirers and arranging access to the Ohtake rare books collection in the absence of the Librarian, as required, with approval from the Senior Tutor. Promoting information about library services and user education opportunities elsewhere in the University.

Management of facilities
In the absence of the Librarian, responsibility for the day-to-day running of the library. Check the condition of the library and the facilities and equipment within it, maintaining conditions conducive to learning, including monitoring students’ behaviour and adherence to College and library policies, including health and safety.

Circulation
Processing returns and shelving in the absence of the Senior Library Assistant. Monitoring security system and following up incidents as appropriate. Implementing policy on overdue books, and deciding when to charge replacement cost.
IT and Library Management System
Ensuring that the self-circulation system is working, and liaising with D-Tech, University Library staff and Hughes Hall’s IT staff as necessary. Provide routine technical support, for example on the use of the Multi-Function Devices, electronic resources and self-circulation terminal, as appropriate, and pass more complex or technical enquiries to the Librarian or IT staff. Disseminating information via email, notices, Facebook.

Other
Implementing Hughes Hall’s policies, reporting to the Librarian. Supervising the Senior Library Assistant and any temporary library staff. Liaising with Hughes Hall colleagues as required. Liaising with library and other staff in other Colleges, Faculties and Departments, and the University as required. Maintain and update skills and professional development, including awareness of developments in academic libraries.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College.

Person specification

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<th>Essential</th>
<th>Desirable</th>
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**Education and Experience**
Educated to degree level or equivalent. Professional library qualification. Experience of delivering frontline services. Experience of cataloguing and classification using RDA, MARC21 and LCSH. Experience of using a Library Management System.

**Skills and Abilities**
Ability to deputise for the Librarian, and take responsibility for the smooth running of the library in their absence. Ability to work independently and as part of a team. Good communication skills. Ability to work under pressure. Attention to detail. Time management skills. Good IT and social media skills. Proficient in research skills, including searching library catalogues and electronic resources.

**Education and Experience**
Chartered member of the Chartered Institute of Library and Information Professionals (CILIP), or working towards Chartership. Experience of working with special collections. Experience of supervising staff. Experience in working in an academic library. Experience of using the Alma Library Management System. Familiarity with Cambridge libraries.

**Skills and Abilities**
An ability to impart information in a clear and engaging manner.
All staff at Hughes Hall are expected to engage in continuing professional development, to comply with the data protection legislation and to comply with college’s Staff Handbook, Health & Safety Policy and all relevant procedures.

**Screening Check Requirements**
We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

**Application Process**
To submit an application for this vacancy, please complete the job application form and include a covering letter outlining why you would like to be considered. Please also complete the College’s Equality and Diversity Form. These should be emailed to hr@hughes.cam.ac.uk. The closing date for applications is Monday 18 February at 12.00 noon. Interviews will be held at Hughes Hall, Cambridge on Thursday 28 February.

Any information given will be processed for employment selection and statistical purposes. You will find all of the relevant Data protection Statements on our website at https://www.hughes.cam.ac.uk/about-us/foi-publications/ and also on page 7 of the application form.

For an informal discussion about the post, please contact the Librarian on librarian@hughes.cam.ac.uk. If you have any questions about the application process, please contact the HR Manager on hr@hughes.cam.ac.uk.