Hughes Hall Librarian

This is an exciting opportunity for a Librarian to join the Hughes Hall team.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Librarian</th>
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<tr>
<td>Location</td>
<td>Hughes Hall, Cambridge CB1 2EW</td>
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<tr>
<td>Reporting to</td>
<td>Education Manager</td>
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<tr>
<td>Contract Type</td>
<td>Permanent</td>
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<tr>
<td>Probation Period</td>
<td>Six months</td>
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<tr>
<td>Salary Range</td>
<td>60%-100% of £33,797 to £38,017 DOE</td>
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<td>Hours of Work</td>
<td>0.6-1.0 fte over a minimum of 4-5 days per week (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 one of the 31 Colleges of the 800-year-old University of Cambridge, with a unique character that comes directly from our members. We’re one of just four Cambridge Colleges dedicated to undergraduates aged 21 and over and postgraduates. That gives Hughes Hall a very different feel from Colleges with younger students.

We’re the second-largest College for postgraduates, but we also have around 100 undergraduates and medical students. Overall, we have around 800 student members and 200 senior members.

We’re one of the most international Cambridge Colleges. We have students from more than 75 countries, and our senior members also come from all over the world. They include top academics, leading figures from government and the third sector, and senior executives in business, finance and law.

Hughes Hall is a College that bridges the academic and external worlds. Our mission is to use academic learning to bring about real change and growth in the world.

We started out as a women-only College for schoolteachers. Over time, we’ve widened both our student profile and our teaching. Today, we welcome students from every background and every part of the world, many of whom are looking for a new direction in study, work or life.
We cover every subject, but we focus strongly on five areas that are all about solving real-world problems through training professionals and studying their associated academic disciplines: law (with philosophy); business (with economics); medicine (with the life sciences); engineering (with computer science, mathematics and physical sciences) and education (with social sciences).

Our atmosphere is open, friendly and communal. We don’t put up any barriers between students, academics and staff. Everyone works, talks and eats together. Unlike most Colleges, Hughes Hall does not have a High Table reserved for Fellows at mealtimes.

The College’s senior membership and staff form a diverse and experienced oversight, management, and support team for the College. The senior membership of Hughes Hall comprises a broad range of professional academics at all stages of their academic careers, from early career researchers developing their research profiles, to established Professors directing world-class projects and departments. The College’s Governing Body, which has overall responsibility for the College and is the committee of charity trustees for the College as a charity, is made up of a core group of ‘Fellows’. However, the broader senior membership, made up of Honorary, Life, and Quondam Fellows, as well as By-Fellows, Associates, Research Associates, and Visiting Scholars incorporates a wide range of scholars and professionals into the intellectual and communal life of the College. As a group, referred to collectively as the “senior membership”, these individuals represent the core academic, cultural and institutional leadership of the College community.

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 Summary**

The Hughes Hall Librarian leads the team which provides a professional librarian service in the college’s Edwin Leong Library. This includes oversight of:

- (a) collection and management of printed stock and appropriate electronic resources,
- (b) customer service for students and any other library users,
- (c) study skills co-ordination and delivery,
- (d) the library building and its various electronic equipment,
- (e) the library budget and staff,
- (f) liaison with the Cambridge library network.

The Librarian reports to the Education Manager.

**Main Duties**, in leadership of and collaboration with other library staff:

**(a) Collection management**
Select and order new items, in consultation with Directors of Studies.
Maintain subscriptions to the Journals Co-ordination Scheme and Ebooks scheme.
Assess donation offers in line with the library policy.
Catalogue and classify in Alma using MARC21, RDA, DDC, LCSH and University standards.
Oversee policy on loans and overdue books, and process returns.
Select and dispose of items for removal, in consultation with Directors of Studies.

**(b) Customer services**
Check and amend student library records via the Cambridge Libraries Patron System, CLiPS.
Provide induction to new students.
Monitor student behaviour and adherence to library policies, including health and safety.
Accommodate students with special library requirements, including electronic resources.
Respond to internal and external enquiries appropriately.
Disseminate information on library services in college and elsewhere.
(c) Study Skills
Maintain awareness of student needs and local study skills teaching resources.
Co-ordinate study skills sessions and lead some, in consultation with senior tutorial team.

(d) Library building
Oversee day-to-day operations, including the condition of facilities and equipment.
Oversee self-circulation system, liaising with IT staff and D-Tech as necessary.
Monitor security system and follow up incidents as appropriate.
Monitor the climate control equipment in the rare books and archives room.
Liaise with enquirers and arrange access to the Ohtake rare books collection.

(e) Library budget and staff
Liaise with Education Manager in setting, maintaining and reporting the library budget.
Line manage staff, currently Deputy Librarian (0.8 fte) and Senior Library Assistant (0.2 fte).
Oversee their training and development, and conduct annual development reviews.
Arrange for any temporary staff as required.

(f) Liaison with the Cambridge library network
Liaise with library staff in other colleges, faculties, departments and the University.
Maintain awareness of academic library developments.

Other
Maintain and update library policies, in liaison with the Education Manager.
Maintain and update personal skills and professional development.
Liaise with Hughes Hall colleagues as appropriate.
The post-holder may be asked to take on different tasks as the role evolves, and all employees are expected to work collaboratively to support the overall work of the College.

Person specification

Education and Experience

Essential
Education to degree level
Postgraduate qualifications in Librarianship or Information Studies
Extensive experience of working in an academic or similar library
Experience in providing support regarding electronic resources, including major academic databases
Experience of delivering training sessions to groups of students

Desirable
Chartered Membership of a professional body such as CILIP, or working towards chartership
Experience of managing a budget

Skills and Abilities

Essential
Experience of cataloguing to MARC21 and RDA standards
Experience of working with a library management system
Excellent knowledge of electronic information resources
Comprehensive and online research IT skills
Strong interpersonal and managerial skills, including staff management
Ability to manage a budget
Adaptable and able to work on own initiative
**Desirable**
Knowledge of rare books management and conservation
Knowledge of Alma Library management system

**General**
Professional approach
Good oral and written communication skills
Good presentation and training skills
Good time management skills
Thoroughness and attention to detail
Willingness to embrace change, learn new skills and undertake training
Willingness to adopt a flexible and collaborative approach

**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 apply, please complete the job application form and include a covering letter outlining your reasons for applying for the post. 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 **Tuesday 31 March 2020** at midday. Interviews will be held at Hughes Hall on **Monday 20 April 2020**.

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 [www.hughes.cam.ac.uk/about-us/foi-publications/](http://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: librarian@hughes.cam.ac.uk
If you have any questions about the application process, please contact the HR Manager: hr@hughes.cam.ac.uk.