Trinity College Librarian: Further Particulars

(Salary: £39,152 to £41,526)

Trinity College is seeking to appoint a Librarian from 1 August 2020, to succeed the current Librarian, Sharon Cure, who is retiring after twelve years in post. The new College Librarian will have the opportunity to build on her legacy, ensuring that the Library continues to meet the College’s needs. The post of Librarian is central to the academic life of the College; the Librarian works closely with students and academics, as well as other members of the College’s support staff.

We wish to appoint a qualified, experienced and welcoming librarian who is very committed to student-facing library services, as well as to curating the College’s significant collection of rare and antiquarian books. The Librarian will take responsibility, working with the Fellow Librarian (an academic Fellow), for the development, efficient organisation, smooth running and security of the College Library.

The College

Trinity College is one of thirty-eight self-governing and independent colleges at Oxford. Like all the Oxford Colleges, Trinity is proud to be a constituent part of the collegiate University. The Colleges give both academic staff and students the benefits of belonging to a smaller, interdisciplinary community, as well as to a large, internationally-renowned University. The collegiate system fosters a strong sense of community, bringing together leading academics and students across subjects, and from different cultures and countries.

Founded in 1555, Trinity occupies a fine position in the centre of the City. The College admits 85-90 undergraduates and 50 graduate students each year, with a balance between Arts and Science disciplines; there are approximately 400 students in residence at any one time. The College prides itself on combining the highest academic standards with a particularly friendly sense of community.

There are currently twenty-six Tutorial Fellows, fifteen Professorial and other Fellows, eleven Research Fellows, some thirty Lecturers, and some eighty part-time and full-time support staff who work in a variety of professional, administrative, and domestic roles. Further information about the College is available at http://www.trinity.ox.ac.uk.

The College Library

Trinity College Library is made up of two parts: the modern undergraduate library, and the Old Library and the Danson Library which house special collections.
The Main College Library
The Main College Library was built in 1928. Today it is a very busy and popular resource, both for borrowing books and as a study area; it plays a key role in the College’s academic life. The Library stocks over 50,000 books to support both undergraduate and postgraduate study; it also has a number of PCs, and self-access photocopying and printing for students’ use.

The Library building ranges over two floors and a gallery. It has 92 student desks, and is open 24 hours a day, with RFID self-issue. Circulation and cataloguing is through the Aleph library management software, with holdings displayed on the University’s SOLO platform. During the period of the construction of the College’s new Levine Building, adjacent to the Main Library and which will provide some additional seating capacity for library readers, the College has also provided a dedicated reading and study area for students in the temporary Lawns’ Pavilion Building, with some 90 seats. The Levine Building is scheduled for completion for Michaelmas Term (autumn) 2021.

The Old Library and the Danson Library
Trinity’s collection of over 12,000 rare and antiquarian books is primarily housed in the Old, or Fellows’, Library, which dates back to 1417. The majority of volumes are on theology, history and classics, alongside a small science collection and some more esoteric titles donated to the College over the years. The Library also contains medieval stained glass windows. The adjacent Danson Library was renovated in 2011. This primarily houses a bequest - received by Trinity in the 1970s - which includes first editions, fine colour plate books, children’s’ books and a collection of erotica; it also houses some other recent donations to the College. The Libraries and their collections are frequently consulted by scholars from Oxford and further afield. Exhibitions are held for college events and special interest groups, and books from the collections are used for talks and seminars. There may be opportunities to develop the role of the collections in the academic life of the College in the longer term.

Most of the books in the Old Library are fully catalogued on SOLO. Further work, as well as the cataloguing of the Danson Library, is being undertaken as part of a long-term project by a freelance rare books cataloguer. The College is a member of the Oxford Conservation Consortium and benefits from a day per week of its specialist conservation time for advice on environmental issues and work on material from the Libraries and the Archives. Further conservation work is undertaken, from time to time, using money raised by the Trinity ‘Adopt a Book’ scheme. Trinity also owns over one hundred manuscripts, primarily medieval, which are housed at the Bodleian and administered by the Special Collections Department. Manuscripts are occasionally returned to Trinity for events and exhibitions. A catalogue of the manuscript collections was published in 2018.

More information on the Old and Danson Libraries is available at https://www.trinity.ox.ac.uk/library/the-old-library/.

Library staff
The library staff comprises the Librarian, a full-time Library Assistant, some part-time specialist cataloguing (for the Old Library and The Danson Library), and student helpers from time to time. Given the Library has a relatively small group of staff, all members work proactively as a friendly team to ensure a high level of library service.

The Librarian reports to the Fellow Librarian, who represents the interests of the Library to the Governing Body. The Librarian is closely involved in long-term planning and strategy relating to the Library, and is a member of the College’s Academic Committee.
Further information about all the parts of the Library is available at https://www.trinity.ox.ac.uk/library/.

**Job Description**

**Job Title**: College Librarian  
**Responsible to**: Fellow Librarian  
**Responsible for**: Library Assistant, hourly paid library staff, contracted library staff  

**Main responsibilities:**

- Overall responsibility for and active part in the daily running of the Main College Library in conjunction with the Library Assistant.
- Ensure that Trinity’s Main Library remains at the forefront of best and evolving practice, in respect of books and of digital access to library resources.
- Overall responsibility for ensuring welcoming and efficient student-facing services in the Main Library.
- Overall responsibility for regular meetings with undergraduate and graduate library representatives, and maintaining cordial and constructive working relationships with all students.
- In advance of the opening of the Levine Building, working with other College support staff to oversee the refurbishment of the Lower Library, and to optimize the design and fit of the new Main Library reception area and of the new reader desks.
- Oversee stock management and, with the Library Assistant, order new books, undertake classification and cataloguing, weeding and disposal of stock no longer required. Many book purchases are made as a direct result of student suggestions, and prompt responsiveness is very important in this regard.
- Overall responsibility for ensuring conservation and development of the special collections in the Old Library and The Danson Library, including promoting wider awareness of these resources and responding to enquiries from readers and visitors. Liaising with the Oxford Conservation Consortium staff on environmental conditions within the libraries and the preservation and conservation of the collections.
- From time to time, research and run exhibitions, talks and other events in the Old Library and Danson Library, liaising where appropriate with the College Archivist.
- Overall responsibility for the Trinity manuscript collection (housed in the Bodleian), including liaising with Bodleian Special Collections on reader enquiries, and organizing occasional exhibitions and events using the manuscripts.
- Overall responsibility for managing the library budget.
- Line management of the Library Assistant, and of contract and hourly-paid occasional staff.
- Liaise regularly with the Fellow Librarian, including reporting operational issues and recommending policies and strategies.
• Liaise regularly with academics (Fellows and Lecturers) to ensure the Library continues to respond fully to the teaching and study needs of Trinity's students.

• Respond in a friendly and efficient way (in person, or by email or phone) to students, academics, other members of support staff, former members of College and external enquiries.

• Liaise in a friendly and efficient way with other College support staff and their departments.

• Attend College committees as required, currently including Academic, Welfare, Health and Safety, and Heads of Departments.

• Represent Trinity in the wider University, including the Committee of College Librarians, and ensure that Trinity's Library adheres to University policies.

**Person specification**

The Librarian should be an excellent professional, with strong interpersonal skills, so that they are seen as approachable and welcoming by students, able to foster a collaborative team spirit with other Library employees, and to enjoy a good working relationship with both academics and other support staff in the College.

The Librarian should be resourceful and confident in taking the lead on regular organizational matters on their own initiative, while also liaising regularly with the Fellow Librarian on policies and strategy. There is a wide range of duties, varying across term times (focused on the needs of Trinity's students) and vacations (with some two hundred summer school students also using the Library, and more external visits or contacts from former college members). Hence, the Librarian needs to be flexible and able to manage a shifting portfolio.

The Librarian will need to balance the routine task of ensuring the smooth and good running of the library with strategic planning, and to have a vision for the Trinity Library over the next decade (and beyond). The Librarian will work with the Fellow Librarian to share and implement this vision within the College and in consultation, as appropriate, with the wider University.

**Essential Criteria**

• a good undergraduate honours degree

• a professional library qualification

• significant experience as a librarian in an academic library in a student-facing role

• good experience and knowledge of library management systems

• good understanding of electronic information resources and digital media

• ability to lead and manage a small team in the library

• ability to work well with students, academics and a wide range of staff from other departments

• ability to manage budgets

• willingness to contribute to the wider academic and college life of Trinity
- excellent written and spoken English
- excellent IT skills relevant to the post (including Word and Excel)

**Desirable Criteria**
- experience of working with specialist collections and / or antiquarian books
- some experience of line management in a library
- some experience of major changes or new projects in a library
- willingness to undertake and possibly some experience of public engagement events related to library holdings
- Experience of working with the Aleph/Alma library management system – including circulation and cataloguing

**Conditions of Employment**
- **Reporting to:** Fellow Librarian
- **Starting date:** 1 August 2020
- **Hours:** 37.5 over week. Core hours are normally Monday-Friday 9 a.m. – 5 p.m., with flexibility occasionally to work some hours over weekends or evenings for special library events.

**Salary and Benefits**
- **Annual salary:** in the range £39,152 to £41,526 (related to grades 7-8 of University scale)
- **Annual Leave:** 30 days plus bank holidays or days in lieu. Five days of this annual leave must be taken during College closure period over Christmas and New Year.
- **Benefits:** Free lunch is provided for staff Monday-Friday (except during periods of kitchen closure); optional membership of staff pension scheme

**How to Apply**
Applicants should email an electronic copy of each of the following to the Academic Administrator (academic.administrator@trinity.ox.ac.uk) by **12 noon (UK time) Thursday 19 March 2020.**
- A covering letter explaining why you are applying for this post
- A curriculum vitae, including education and professional experience
- The names and contact details, including email addresses, of two referees (at least one of whom should be a recent or current line-manager or employer). References will not be taken up before shortlisting, and then only with applicants’ permission.

Interviews will be held on **Thursday 30 April 2020,** in Trinity College. Shortlisted candidates will be offered the opportunity to visit the Library informally during April, before the interviews.

Trinity College is committed to Equal Opportunities, and values diversity.