St Hilda’s College, University of Oxford

Position Description

Job Title: Assistant Librarian
Salary: £22,417–£25,914 (Grade 4 on the University Salary Scale)
Hours: 35 hours per week (1 FTE)
Contract: 18 month fixed term contract
Reports to: College Librarian

St Hilda’s College seeks to appoint a full-time Assistant Librarian for 18 months from 1 March 2020 or as soon as possible thereafter. This temporary post is intended to support the move from Heritage to Aleph/OLIS (scheduled for August 2020) and to act as partial cover for staff secondment. The post carries special responsibility for cataloguing and classifying as well as overall support for the everyday running of library and its automated systems.

The post holder must have the right to work in the UK.

Remuneration and Benefits:

- Salary at grade 4 of the University salary scales (at present within the range £22,417-£25,941 per annum)
- Membership (if desired) of the OPS Pension scheme
- 33 days (pro rata) paid holiday, including public holidays and College closure at Christmas
- 35 hours work per week
- Eligibility for group private medical insurance
- Entitlement to meals free of charge when on duty at the College

Responsibilities and Duties:

This 18-month post is intended to support the move from Heritage to Aleph/OLIS (scheduled for August 2020) and to act as partial cover for staff secondment. The post carries special responsibility for cataloguing and classifying as well as overall support for the everyday running of library and its automated systems.

- To catalogue and classify Library material on to the Library management system (Heritage, then 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 assist with the planned move from Heritage to Aleph/OLIS (scheduled for August 2020).
- To contribute towards the maintaining of Library order and security
- 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 carry out any other duties appropriate to the post, as directed by the Librarian
Selection Criteria

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

Desirable Criteria:

- Experience of the Aleph library management system and OLIS cataloguing training
- Experience of the Dewey classification system and the Heritage library management system
- Experience of working in an academic library environment.

Further Particulars

St Hilda’s College

Founded in 1893, St Hilda’s is one of the constituent Colleges of the University of Oxford. It is a thriving intellectual community and enjoys one of the most beautiful sites in Oxford, set in spacious gardens on the banks of the River Cherwell, close to Magdalen Bridge and the centre of the city.

The College, which enjoys registered charitable status, is an independent and self-governing body with a senior academic staff of 37 Fellows, who are supported by College Lecturers, and 70 professional and support staff. The Governing Body consists of the Principal and Fellows. The College currently has 610 students of whom 410 are reading for undergraduate degrees, and 200 are graduate students. The College is an Equal Opportunities employer. More information about the College may be found at http://www.st-hildas.ox.ac.uk/.

The College values and fosters:

- the highest standards of academic excellence and innovation;
- the world-leading research of its Fellows and academic staff, expanding the boundaries of knowledge and human potential;
- the intellectual achievement of each of its students, undergraduate and postgraduate, and their potential to become pioneering, independent thinkers and leaders in their fields;
- the original founding principles of equal opportunity and social inclusivity;
- a diversity of background in its membership, and the willingness to learn from each other through dialogue and exchange of views;
- respect and support for Oxford’s rich traditions and engagement with the contemporary world beyond the University.

Over the last ten years St Hilda’s College has undergone expansion in both scale and scope of activities, increasing the range of undergraduate subjects admitted while quadrupling the graduate body. In parallel, internal College-based research has exponentially increased, benefitting from the natural interdisciplinarity of the Fellowship. Part of this expansion process includes an extensive building program, currently underway: https://www.st-hildas.ox.ac.uk/content/transforming-our-site-1
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 disabled access.

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. We have particular strengths in medieval history and literature and in women’s studies. There is also a large popular fiction section and recreational material such as travel books.

The College’s holdings are currently catalogued on Heritage. The wider holdings of the University of Oxford and its other Colleges are catalogued on Aleph/OLIS and searchable via SOLO. The College’s holdings will be migrated from Heritage to Aleph/OLIS in August 2020.

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

Applications

If you have any questions or would like to have an informal chat about this role, please contact Dr Jill Dye - jill.dye@st-hildas.ox.ac.uk.

To apply for this post please complete a St Hilda’s College application form and send it to recruitment@st-hildas.ox.ac.uk

The closing date for applications is 5.00pm on Monday 10 February 2020.

The interviews will likely take place on Thursday 20 February 2020.