College Librarian
St Hilda’s College, University of Oxford

St Hilda’s College seeks to appoint a suitably qualified person to the post of Librarian from 1 October 2019 or as soon as possible thereafter.

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: http://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 SOLO. (Cataloguing needs in the future might be one area of consideration for the appointee.)
The library holds a small but significant collection of around 700 rare books, dating from the fifteenth century to the present day. It is predominantly made up of donations, most notably by Dorothea Beale (1831-1906), the founder of the College. Together with the College archive, the rare books are kept in a state-of-the-art archive store, where temperature and humidity levels are closely controlled.

The Library team consists of the Librarian, a full-time Assistant Librarian, a part-time Archivist (who also works part-time in another College) and a Graduate Trainee who takes part in the wider activities of trainee librarians across the University. The Library has a termly consultative committee with undergraduate and graduate representatives and one of the Fellows with particular oversight for the Library.

Duties and responsibilities

The core responsibilities of the post, shared with the other members of the Library staff, include but are not confined to the following activities.

- To develop and maintain extensive and up-to-date collections of printed material and access to the University’s digital materials in all subjects studied by undergraduates of the College, in consultation with tutorial Fellows and the other teaching staff.
- To provide a rapid, flexible, and responsive library service to members of the College, including the answering of enquiries and the purchase of new materials in response to teaching needs.
- To develop a strategic vision for the future of the library, in co-ordination with the College’s strategic plan.
- To seek, where such opportunities arise, to support or develop the Library through new initiatives, including (but not limited to) changes in holdings, cataloguing and digital resources; opportunities for funding; or new acquisitions of appropriate kinds.
- To provide training and information to Library users through induction sessions and other channels of communication, including social media.
- To manage and share in colleagues’ work on day-to-day library tasks, including (but not limited to) ordering and acquisitions, cataloguing and classification, access to digital resources, circulation, enquiries, supervision of readers, stock security.
- To liaise with the University library services, the committee of College Librarians and St Hilda’s IT department about possibilities for future developments.
- To take responsibility for the Library’s holdings of rare books, in co-ordination with the work of the Archivist, including (but not limited to) their care and conservation, the arrangement of visits by researchers, and requests for reproductions and loans to exhibitions.
- To facilitate the arrangement of occasional exhibitions or events in the Library to share the collections with the College community, including students, Fellows, other staff and alumnae.
- To recruit (when required), train, and manage Library and Archives staff, and to monitor their development and welfare.
- To oversee the Library’s compliance with regulations concerning equality, diversity and access; health and safety; and emergency planning.
- To work with the college accounts staff and bursar in preparing budgets of all Library spending for the next financial year, and to monitor and control spending against these budgets in the course of the year.
- To attend meetings of the Governing Body of the College from time to time to speak to the concerns of the Library and Archives.
- To attend meetings of the intercollegiate Committee of College Librarians and participate, as is compatible with work for the College, in the development of the wider community of Librarians across the University of Oxford.

Specifications and qualifications

The College seeks a Librarian who will balance the day-to-day managing of this crucial resource with the ability to develop and implement a strategic vision for its future.

**Essential criteria**

- A good undergraduate honours degree.
- Professional library qualifications.
- Extensive library experience, preferably in an academic library.
- Excellent experience and knowledge of library management systems, especially IT systems, cataloguing software, acquisitions, circulation, cataloguing, and serials.
- Excellent understanding of the relevant digital resources for an academic library.
- Excellent skills in using IT.
- Excellent standards of written and spoken English.
- Initiative, energy, and enthusiasm for developing the Library for the future.
- A demonstrable ability to lead and manage a small team, estate and budgets.
- A readiness to contribute to the wider intellectual life of the College.

Desirable criteria
- Experience of postgraduate research.
- Reading knowledge of one or more other languages, in addition to good English.

Terms and conditions

The post is to be filled with effect from 1 October 2019 or as soon as possible thereafter. The post is permanent with a probationary period of six months.

The remuneration comprises:
- salary at grade 8 of the University salary scales (at present within the range £40,792-£48,677 per annum)
- membership (if desired) of the Universities Superannuation Scheme;
- 38 days (pro rata) paid holiday, including public holidays and College closures at Christmas and Easter;
- 35 hours work per week;
- eligibility for group private medical insurance;
- membership of the Senior Common Room and entitlement to meals free of charge when on duty.

The post is full-time and is expected to be more demanding during term-time and less so outside of full term. (For term dates, see https://www.ox.ac.uk/about/facts-and-figures/dates-of-term.) Managing the changing rhythms of workload in the Library will require judgment, personal organization and flexibility, as well as an ability to work to deadlines.

The Librarian reports ultimately to the Principal, but liaises with the College through a Library Fellow, the Governing Body and an Undergraduate Library Committee.

Applications

Informal enquiries about details of the Library may be made to the current Librarian, Miss Maria Croghan, maria.croghan@st-hildas.ox.ac.uk.

Applications for the post should take the form of a letter, of no more than two sides, explaining your suitability for the post and vision for it, accompanied by a CV. Please give the names and contact details of two referees. We will contact nominated referees only for candidates who are called for interview.

Applications should be emailed to recruitment@st-hildas.ox.ac.uk by 5.00pm on Monday 6 May 2019. All correspondence will be conducted by email.

The interviews will likely fall on the afternoon of Thursday 23 May 2019.