

University of Cambridge: Classical Faculty Library

Graduate Library Trainee 2014-2015 (Job Number: 1464 Advert Number: GE02803)

Salary: £18,185 per annum (Grade 3)

Fixed term available 1 August 2014 until 31 July 2015

Applications are invited from graduates for the post of Graduate Library Trainee in the Classical Faculty Library, University of Cambridge.

Classical Faculty Library:

The Classical Faculty Library provides essential services to support the teaching and research within the Faculty of Classics. In addition to housing a wide range of traditional printed material, the Library also provides an increasing number of subject specific electronic resources. Further details available at: <http://www.classics.cam.ac.uk/library/>

The Classics Library currently houses 65,000 monographs, 10,000 bound periodical volumes and 6,000 pamphlets. The Library aims to support the bibliographical needs of senior members, graduate students, undergraduates and a significant number of visiting scholars in Classics: there are currently 1,000 readers registered to borrow and many more readers who use the Library for reference purposes. Within the Cambridge University library service, Classics is a medium-sized, independent Faculty Library; matters of policy-making and collection development are formulated by the Librarian in conjunction with the Faculty Library Committee and ratified by the autonomous Faculty Board.

Responsibilities of the post:

The aim of the trainee post is to provide graduates with a systematically planned and supervised experience of library work to help prepare them for a library course. The trainee will gain experience in the day-to-day operation of the Library including work with the main book, periodical and electronic collections. The trainee is also responsible for organising tasks for the Voluntary Assistant, in conjunction with the Senior Library Assistant. Visits to libraries will be arranged with other Graduate Trainees in Cambridge (see the CATALOG website at <http://www.catalog.group.cam.ac.uk/> for information on trainees in Cambridge). It is anticipated that the successful candidate would go on to take a postgraduate qualification in librarianship.

Terms and Conditions:

Monday – Friday 8.45 am to 5.00 pm (one day to 5.15, lunch is one hour)

2 or 3 Saturday mornings in Term on a rota basis (8.45 am to 1.15 pm)

There is no evening work.

Annual leave entitlement is 36 days including Bank Holidays (the Library opens on the May Bank Holidays and leave is given in lieu). The Library normally closes for at least one week over Christmas and New Year. Leave is not normally taken in Term.

The post is graded 3 in the University's Single Salary Spine scheme. The salary commences at £18,185 per annum and is for a fixed term 1 August 2014 to 31 July 2015.

Main duties of the post:

- Operation of the Issue Desk (return, issue and reservation of Library items via Voyager, the automated library system)
- Daily clearing and shelving of books from desks
- Cataloguing (MARC21/RDA/AACR2 with LCSH – training provided) and classification

- Processing periodicals – receipt of issues on Voyager, collecting and sorting issues for binding, security tagging and labelling
- Ordering, receiving and processing of monographs
- Book repairs
- Binding library materials and theses as requested
- Scanning articles onto camtools (the University's virtual learning environment)

Other duties as required, including:

- Enquiry work, including the use of online electronic databases
- Sole supervision of the Library when working Saturday morning
- Participation in annual stock check (July)
- Updating of CATALOG website, including acting as webmaster on rota basis
- Checking reading lists

Person Specification:

We are seeking a graduate who has good inter-personal and IT skills.

Essential

- A good degree in any subject.
- An interest in librarianship and information provision.
- Excellent IT literacy, especially word processing, web use and Windows-based packages.
- Ability to work quickly and accurately, with minimal supervision and as part of a team.
- Good interpersonal, communication and organisational skills, with the ability to relate to a wide range of people.

Desirable

- Knowledge of electronic web resources and social media.
- Experience of working in a customer service environment (e.g. shop).
- Some experience (paid or voluntary) of library and information work.
- Basic reading knowledge of a modern European language.

How to apply

To submit an application for this vacancy, please click on the link in the 'Apply online' section of the advert published on the University's Job Opportunities pages <http://www.jobs.cam.ac.uk/job/3275/>. You will need to register for an account (if you have not already done so) and log in before completing the online application form.

Closing date is 12 noon 14 April 2014

Interviews: May 2014

Health assessment

Once an offer of employment has been accepted, the successful candidate will be required to undergo a health assessment.

Equal Opportunities Information

The University of Cambridge appoints solely on merit. No applicant for an appointment in the University, or member of staff once appointed, will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

Information if you have a Disability

The University welcomes applications from individuals with disabilities. Our recruitment and selection procedures follow best practice and comply with disability legislation.

The University is committed to ensuring that applicants with disabilities receive fair treatment throughout the recruitment process. Adjustments will be made, wherever reasonable to do so, to enable applicants to compete to the best of their ability and, if successful, to assist them during their employment.

We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.

Applicants wishing to discuss with or inform the University of any special arrangements connected with their disability can, at any point in the recruitment process, contact, Lyn Bailey, who is responsible for recruitment to this position, on telephone: 01223 335154, by email on lkb24@cam.ac.uk or by post to The Faculty of Classics Library, University of Cambridge, Sidgwick Avenue, Cambridge CB3 9DA.

For additional guidance and information, applicants can contact the HR Business Manager responsible for the department they are applying to via hrenquiries@admin.cam.ac.uk.

Further Information

There is a range of information which you may find helpful on the University's website: www.cam.ac.uk/jobs/. This includes applying for posts, working at the University, living in Cambridge and details of current vacancies.