



TRINITY COLLEGE CAMBRIDGE

**Further Particulars for the role of
Digitisation Services Manager**

April 2023

Further particulars

Trinity College, founded in 1546 by Henry VIII, is the largest College in the University of Cambridge, with some 700 undergraduates, 300 graduate students, over 180 Fellows and around 350 non-academic staff. With a history that includes Newton and Byron, the College excels academically in the sciences and the arts. It attracts students and scholars from around the globe and provides an environment in which they can flourish.

The Library occupies four buildings, but is run as a single organisation:

- The Wren Library, completed in 1695, houses some 80,000 older books and serves as the reading room for special collections as well as being open to tourists daily
- The College Library is adjacent to the Wren Library and provides around 100 seats for students. Together with a basement store, this building houses more than 200,000 books
- A separate Law reading room provides books and study space for Law students
- The Muniment Room houses the College's Archives, dating from the twelfth century to the present day

The printed books are catalogued online using Folio as the ILS, as well as in the University's online catalogue, iDiscover, and in appropriate specialist catalogues (ESTC, LibraryHub, etc.). Descriptions of the 1250 medieval manuscripts, catalogued by M. R. James in 1901-3, are available online, and modern manuscripts and archives are catalogued using the AtoM system. The Wren Digital Library, originally conceived to digitise the College's Western medieval manuscripts, has broadened its scope in recent years and provides images of more than 1000 complete manuscript volumes, along with printed books and archival material. Its continued expansion and development will be a major project for the Library in coming years.

The College Library is open to members of the College between 8 am and 1 am daily in term-time, with slightly reduced hours in the vacation. The Sub-Librarian prepares a rota of library staff and evening supervisors who staff the main desk throughout the opening hours. A self-issue borrowing system has been introduced in recent years.

The Wren Library is open to Fellows, and to visiting researchers applying to consult special materials, from 9 to 5 on weekdays. The study desk can accommodate up to six researchers each day, and is invigilated at all times. The Wren is open to tourist visitors between 12 and 2 on weekdays, and on Saturday mornings in Full Term, and two Custodians are present for this period to oversee the visitors. There are around 25,000 visitors each year during this time, and several thousand more attend separate tours at other times of day, including special interest groups, schools visits and VIP visitors to Cambridge, for whom a visit to the Wren Library is often included as a memorable part of their trip. These tours are generally led by the Sub-Librarian or the Librarian.

The Library's staff comprise the Librarian, Sub-Librarian, a Senior Assistant Librarian, an Assistant Librarian, the Digitisation Services Manager, a Rare Books Cataloguer and six Library Assistants (full-time or part-time); the College Archivist and two Assistant Archivists deal with College records and modern manuscript material, two Wren Custodians invigilate during tourist opening hours, and there are two Library Cleaners. In addition, there are a number of Desk Supervisors who cover the Enquiry Desk out-of-hours.

JOB DESCRIPTION

Job Title: Digitisation Services Manager

Department: Library

Reports to: Sub-Librarian

Responsible for: Digitisation Assistant

Purpose of role

The Digitisation Services Manager is a senior role within the Library's structure and will have oversight of and direct the Library's digitisation programme, coordinating the technical support of the systems and services used for the creation and dissemination of digital content across the Library. They will oversee the work of the Digitisation Assistant and Library Assistants who produce images via the Library's two camera rigs and process and upload images to the Digital Library; there will be a strong focus on ensuring technical specifications for image generation and post-processing are met. They will also continue to maintain and update the online James Catalogue of manuscripts. As a front-line member of staff, they have to deal with students, Fellows, college staff and external suppliers on a daily basis. There is an expectation that the post-holder will be professionally engaged and involved in the wider network of libraries in Cambridge or further afield, especially in relation to digital developments.

Key Accountabilities

1. To lead on the Library's digitisation strategy in conjunction with the Librarian and Sub-Librarian, and to develop a programme of work that contributes to the continuous development of the Digital Library.
2. To coordinate the development and maintenance of the technical infrastructure of the systems used in the creation, management, display and preservation of digitised content.
3. To develop and maintain the Wren Digital Library website and the associated James Catalogue online in collaboration with the College IT department.
4. Keeping up-to-date with latest developments in IIF standards and implementing them within the Digital Library.
5. Supervision of the work of the Digitisation Assistant and Library Assistants operating the camera and ensuring a quality compliant with IIF is maintained.
6. To ensure that specialist equipment and software is functioning properly, is well-maintained and sufficient for purpose. Acting as our technical contact, this will involve liaising with providers to arrange services and maintenance.
7. To liaise with the College's IT department as necessary regarding system setups and ongoing maintenance.
8. Organising digital master files for long-term cloud-storage/preservation, and their derivatives for display in the Digital Library.
9. To liaise with external suppliers regarding cloud-based storage and management of back-ups.
10. To create online versions of our physical exhibitions.
11. Making digital copies of microfilms where required.
12. To advise the Sub-Librarian of costings for bespoke image orders, or assist in the planning of projects and associated funding bids.

General duties:

1. To staff the reception desk in the Wren Library, welcoming visitors, answering queries, registering readers
2. Responsibility for security of the Wren Library on a shift basis.
3. Contributing to blog posts and social media outputs as required.
4. Any other duties as required by the Librarian or Sub-Librarian of a professional, administrative or manual nature in line with the wider aims of the Library.

Person Specification

Essential:

Qualifications

Honours degree in a relevant subject and postgraduate qualification in librarianship/information studies or relevant technical qualification

Knowledge and experience

Experience of coordinating and supporting the technical aspects of digitised collections and digitisation projects.

Experience of digital photography and associated photo editing/processing software

Experience of IIIF protocols for displaying images online

Experience of staff supervision

Experience of working in an academic library or with special collections

Excellent IT skills

Personal characteristics

Excellent written and verbal communication skills

Excellent organisational skills and self-motivating attitude

Flexible and innovative approach to problem-solving

Ability and willingness to learn new skills and enhance existing skills

Able to work independently and as part of a team

Desirable:

Knowledge and experience

Experience of using a PhaseOne camera and associated CaptureOne software

Experience of Adobe Photoshop and Bridge

Experience of using html, css and javascript for the curation of webpages in the Wren Digital Library

Knowledge of a programming language (e.g. Python)

Experience of developing new services in a digital format

Experience of working with 3D objects

Experience of implementing OAI-PMH as a technology for integrating Library related systems, and maintaining such connections

Personal characteristics

Willingness to engage with new developments in digitisation

Employment Details

Rate of Pay:	£33,448 per annum.
Hours:	The hours of work will be 36.25 per week, on weekdays from 8.45am to 5.15pm with a break of 1¼h for lunch. Senior staff also work on a rota basis on Saturdays during term, for which time off in lieu will be given.
Holiday:	25 working days plus 8 public holidays.
Probationary period:	6 months.
Meals:	Free lunch is provided for staff whose duties cover this period.
Pension scheme:	A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month's service. All staff will become members unless they choose to opt out.
Private Health Care:	The College provides free health care currently through membership with Aviva. Membership of a dental care scheme is also available. Staff can join the schemes after successful completion of their probationary period, subject to certain limitations. This is a taxable benefit.
Gym:	Membership of the College gym is available for a modest fee. Inductions are compulsory.
Travel:	The College cannot provide car parking for all its staff, and many use Park and Ride sites or cycle. There is a tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it, over 12 months, up to a maximum value of £6,000.
Employee Assistance:	The College also provides access to a free and confidential telephone and web-based information and support service that puts staff in touch with caring and professional consultants and counsellors.
Sports & Social Club:	The Trinity College Staff Sports and Social Club, run by a committee of staff, offers regular outings to places of interest, and organises functions including a Christmas event.
Health and safety	All staff must adopt a responsible attitude towards health and safety and to comply with any procedures as required by the College in order to ensure the health and safety of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety or which is identified as necessary in relation to their work.

To apply

Please include a completed application form detailing information you wish to convey regarding your experience and suitability for the role.

Applications should be sent to jobvacancies@trin.cam.ac.uk to arrive no later than Thursday 4 May 2023 at 12 noon. In-person interviews are expected to be held on Thursday 11 May 2023.