TRINITY COLLEGE
CAMBRIDGE

Further Particulars for the role of
Sub-Librarian

March 2020
Further particulars

Trinity College, founded in 1546 by Henry VIII, is the largest College in the University of Cambridge, with some 600 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 Muniments Room houses the College’s Archives, dating from the twelfth century to the present day

The printed books are catalogued online using the Innovative library management system, at libcat.trin.cam.ac.uk, as well as in the University’s online catalogue idiscover.lib.cam.ac.uk, and in appropriate specialist catalogues (ESTC, LibraryHub, etc.). Descriptions of the 1250 medieval manuscripts, catalogued by M. R. James in 1901-3, are available at mss-cat.trin.cam.ac.uk, and modern manuscripts and archives are catalogued using the AtoM system at archives.trin.cam.ac.uk.

The Wren Digital Library provides images of more than 1000 complete volumes, and 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 was introduced recently.

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 eight 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 visit. These tours are generally led by the Sub-Librarian or the Librarian. The Sub-Librarian has a desk in the Wren Library as well as a small private office.

The Library’s staff comprise two Assistant Librarians, the Digitisation Services Manager, a Cataloguer of printed books and five Library Assistants (full-time or part-time); the College Archivist and Assistant Archivist are presently complemented by two archival cataloguers on temporary fixed-term positions; two Wren Custodians invigilate during tourist opening hours, and there are two Library Cleaners. In addition the Sub-Librarian is responsible for drawing up a timetable of casual staff (often graduate students) to assist with invigilation during evenings and busier times of the year.
JOB DESCRIPTION

Job Title: Sub-Librarian
Department: Library
Reports to: Librarian (Fellow of the College)
Responsible for: All Library staff including permanent staff and casual workers

Purpose of role
To be responsible for the day-to-day management of the Library

Key Accountabilities

1. To lead, manage and develop the Library team, setting standards and future strategies and resolving staff issues in order to provide an efficient library service for Fellows, students and visiting scholars

2. To develop and implement new systems involving aspects of the project such as negotiating with suppliers, setting the standards, managing the implementation, training of staff, promotion of the new services and resolving any problems to enable the Library systems to be effective, relevant and responsive

3. To answer bibliographical queries concerning the library collections through various channels

4. To organise the reception of visiting readers in the Wren library; making available to them items in the collections, organising the supervision of these readers to ensure proper working conditions for the readers and security of the material

5. To host special interest groups and undertake tours, providing specific talks and special items of interest where appropriate

6. To support the Librarian in dealing with libraries and related institutions such as libraries, museums and galleries in the UK and overseas, when lending items from the College’s collection and ensuring that our standard loan conditions are met by the borrowing institution

7. To be responsible for the management of the fabric of the Library, liaising with the Clerk of Works, advising on the appropriate timetabling of work, taking account of the care of items, safety of staff and visitors

8. To be responsible for the security of the Library, ensuring security systems are maintained and operational at all times and improved where required. Ensuring that staff receive training in procedures related to the handling of material or objects by Readers. To be on call for any security breaches or emergencies in the Library

9. To supervise the supply of orders of digital images from items in the library collections

10. To arrange permission to reproduce items from the library collections in published and online works and to charge fees as appropriate

11. To be responsible for setting and managing the budget for the Library
12. To approve and process invoices for Library resources including books and library supplies

13. To develop and coach staff in areas such as the use of new systems, inductions and on-going development of new employees together with overseeing the work of the Graduate Trainee

14. To attend Library Committee meetings and other staff meetings and to represent the College Library at external events

**Person Specification**

**Qualifications**

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

**Knowledge and experience**

Extensive experience of staff management

Experience of working at a senior level in an academic library

Knowledge of recent trends and developments in academic libraries, including working methods and digital literacy

Experience of working with special collections

Experience of managing library systems

Experience of planning, developing, leading and implementing changes to enhance the library services

**Personal characteristics**

Excellent written and verbal communication skills

Excellent organisational skills and self-motivating attitude

Flexible and innovative approach to problem-solving

Skills in negotiating and influencing

Good IT skills

Ability and willingness to learn new skills and enhance existing skills
## Employment Details

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<tr>
<th><strong>Rate of Pay:</strong></th>
<th>Up to £58,000 per annum, depending on qualifications and experience</th>
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<tr>
<td><strong>Hours:</strong></td>
<td>As a senior post holder, the nominal hours of work will be 36.25 per week but you are expected to work such hours and days as are reasonably necessary for the proper performance of your duties, including occasional evening and weekend work.</td>
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<td><strong>Travel:</strong></td>
<td>Some UK and overseas travel may be required from time to time. Travel expenses will be reimbursed according to the relevant internal policies.</td>
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<td><strong>Holiday:</strong></td>
<td>25 working days plus 8 public holidays</td>
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<td><strong>Probationary period:</strong></td>
<td>9 months</td>
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<td><strong>Meals:</strong></td>
<td>Free lunch provided for staff whose duties cover this period.</td>
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<td><strong>Pension scheme:</strong></td>
<td>A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three months’ service. All staff will become members unless they choose to opt out.</td>
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<td><strong>Private Health Care:</strong></td>
<td>The College provides health care currently through membership of BUPA. Membership of a dental care scheme is also available. Staff are able to join the schemes after successful completion of their probationary period, subject to certain limitations. This is a taxable benefit.</td>
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<td><strong>Gym:</strong></td>
<td>Membership of the College gym is available for a modest fee. Inductions are compulsory.</td>
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<td><strong>Sports &amp; Social Club:</strong></td>
<td>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.</td>
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<td><strong>Cycle to work Scheme:</strong></td>
<td>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 £2,000</td>
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## 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 in your application:

- A completed application form
- A covering letter demonstrating your suitability for the role, how you meet the requirements described in the job description and the person specification and why the role appeals to you
- A full CV
- The names of 2 or 3 referees.

Applications should be sent to jobvacancies@trin.cam.ac.uk to arrive no later than 5.00pm on Monday 13 April 2020. Interviews are expected to be held on Tuesday 28 April 2020. It is hoped that the appointed candidate will be able to take up the position during July or August 2020.