

## JOB DESCRIPTION

<b>Job title</b>	College Librarian (Maternity Cover)
<b>Department</b>	Library
<b>Location</b>	Oriel College, Oriel Square, Oxford OX1 4EW
<b>Salary</b>	£40,000 per annum
<b>Hours of work</b>	36.5 hours per week
<b>Contract type</b>	This is a fixed term post until mid-May 2026. It is expected that the post will commence towards the end of April 2025.
<b>Reporting to</b>	Fellow Librarian
<b>Direct report(s)</b>	Library Assistant, Senior Library Assistants

### The College

Oriel College, one of the constituent colleges of the University of Oxford, was founded in 1326. There is a friendly atmosphere and supportive ethos in the College, which strives for the highest standards of academic teaching, learning, and research, and prides itself upon the efficiency of its administration. The College has about 300 undergraduate and about 160 postgraduate students, studying a wide range of subjects in the Humanities, Social Sciences, Mathematical, Physical, and Life Sciences, and Medical Sciences. There are forty-five fellows who comprise the Governing Body of the College, most of them academics. In addition there are further teaching and research staff, and many support staff in a variety of professional, administrative, and domestic roles. Each college of the university is a self-governing institution.

### The College Library

Oriel College Library is made up of two parts: the modern undergraduate library of about 60,000 volumes, which is housed in the seventeenth-century library and its later additions in third quad; and the adjoining eighteenth-century Senior Library, comprising approximately 30,000 volumes, and including the contemporaneous collection of Lord Leigh, an important collection of letters and papers connected with leading figures in the 'Oxford Movement', such as John Keble and John Henry Newman, a number of smaller collections of older material, and a growing collection of books by or about Oriel members (known as 'Orielsia'). The Senior Library is currently closed, and the majority of the materials offsite, until at least 2027. Most of the undergraduate collections have been catalogued onto OLIS (the Oxford Libraries Information System), which utilises ALMA library management software, and there is an automated RFID self-issue system in use. The library uses a range of local classification systems to organise its stock. All the subjects taught at Oriel are supported by the collection, and the stock selection is carried out by the Librarian in consultation with the Library and Archives

Committee. Many book purchases are also made as a direct result of student suggestions, and great importance is attached to speed and flexibility in this regard. The Library is open 24 hours a day for its readers and entry/exit is by electronic card.

The library staff currently comprises the Librarian, Senior Library Assistant (Technical Services), Senior Library Assistant (Reader Services), a part-time Library Assistant, and casual helpers from time to time. The Fellow Librarian represents the interests of the library to the Governing Body, assists the Librarian in long-term planning and strategy, and is available for consultation on important matters. With such a small group of staff it is important for all members to be flexible and proactive to ensure that the library service is maintained to a high standard.

## **Responsibilities**

1. Staff management
  - a. Ensuring appropriate staffing of the Library
  - b. Participating in annual review procedures
  - c. Line management of Senior Library Assistants, Library Assistant and any casual staff
  - d. Liaising with HR for recruitment, development and wellbeing of staff
  - e. Manage, train and support colleagues as well as sharing in their day to day tasks as appropriate
  - f. Maintain health and safety awareness, risk assessments, equality and diversity awareness within the team
  
2. Planning, strategy and development
  - a. Develop and maintain the modern library collections in support of undergraduate and postgraduate learning in consultation with academic staff
  - b. Establishing and documenting long term goals and prioritising and planning for them
  - c. Identifying repairs and improvements to the Library space and fabric
  - d. Identifying funding opportunities and liaising with the Development Office
  - e. Working closely with the college's Library and Archives Committee
  - f. Liaison with Fellow Librarian, I.T. Manager, Bursary, Treasurer, Development and Academic Office as required
  - g. Representing the College on the Committee of College Librarians and wider Oxford Library committees and bodies as necessary
  - h. Documentation of library policy, procedures and strategic plans
  - i. Project management
  - j. Considering the needs of the wider research community when making decisions about our scholarly collections
  - k. Support College outreach and development initiatives
  - l. Reviewing and implementing suppliers and technological initiatives
  
3. Finance
  - a. Managing the Library budget and monitoring expenditure
  - b. Working with the Bursary to maintain accurate budget forecasts and identifying necessary changes.
  - c. Holding company credit card. Maintaining accurate records of transactions and signing invoices
  - d. Ensuring lost books and fines are transferred to battels

4. Reader Services
  - a. Overseeing all aspects of reader services, including inductions, tours and user education
  - b. Ensuring that circulation policies are monitored, reviewed and changed to best meet readers needs
  - c. Overseeing the development of services for disabled readers
  - d. Setting, communicating and enforcing library rules
  - e. Dealing with complaints, feedback and enquiries (both internal and external)
  - f. Managing the 24/7 Library space including overall security and technology
  - g. Maintaining the technology behind the automated circulation systems (ALMA, D-Tech and Bibliotheca)
  - h. Promotion of the library collections and services to all levels
  
5. Technical services
  - a. Cataloguing (RDA and AARC2) and classification
  - b. Monitoring and maintaining Oriel records to ensure they meet Bodleian standards
  - c. Reviewing Oriel classification scheme
  - d. Acquisitions, including use of ALMA module
  - e. Identifying material for purchase from reading lists, requests, catalogues and missing lists including monographs, serials, standing orders
  - f. Stock management including moves, withdrawals
  - g. Donations
  
6. Special collections
  - a. Liaison with the Oxford Conservation Consortium for preservation needs
  - b. Ensuring best practice standards for special collections are met
  - c. Working with the Development Office to promote the Senior Library renovation and cataloguing project to our alumni and potential donors
  - d. Liaison with the College Archivist and Manuscripts Department at the Bodleian
  - e. Engaging with researchers from Oriel, Oxford and the wider scholarly community
  - f. Dealing with requests for loans and imaging

## **Selection criteria**

### **Essential:**

- Educated to at least undergraduate level and hold a professional qualification in Librarianship
- Experience of working in academic libraries, preferably in a reader services role
- Cataloguing experience
- Experience in special collections
- Previous line management
- Project management skills including liaison with external suppliers
- Acquisitions, budgets and stock control
- Experience of library management systems, preferably ALMA

### **Desirable:**

- OLIS cataloguing training
- Change management
- Events experience

## **About Oriel**

Oriel College is the 5<sup>th</sup> oldest Oxford College of the 39 self-governing and independent colleges within the University of Oxford and the oldest Royal Foundation; in 2026 we will be celebrating our 700<sup>th</sup> birthday. Described by our students as 'the perfect size', with around 600 students we're slightly smaller than the average Oxford college, and our community is tight knit and friendly. Oriel brings together a world-class academic community of leading academics and researchers with high achieving and motivated students, underpinned by around 120 people working in the professional support teams.

Located right in the middle of Oxford in beautiful buildings, the College has a rich history and has been home to Saint John Henry Newman, Saint Thomas More, Sir Walter Raleigh and two Noble Laureates, amongst many other influential thinkers.

For more information about Oriel College, please visit <https://www.oriel.ox.ac.uk/>

## **Pre-Employment Screening**

All appointments are subject to proof of the candidate's legal right to work in the UK and receipt of satisfactory references.

You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

## **Data Protection**

Please note that any personal data submitted to the College as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation.

*The College exists to promote excellence in education and research and is actively committed to the principle of equality of opportunity for all suitably qualified candidates.*

## **Employee Benefits\***

- 38 days holiday (including bank holidays)
- Pension scheme
- Employee Assistance Programme
- Free lunch on each day worked (when the kitchen is open)
- Travel loan scheme (bus and bike)
- Free eye tests and a contribution towards new lenses/glasses if your prescription has changed (for VDU users)
- Flu jab (reimbursement)
- Staff social events
- Membership to SCR (for applicable roles Band 7/8 and above)
- Free entrance to The University of Oxford Botanic Gardens
- Free entrance to Harcourt Arboretum
- Free membership (via application) to Wytham Woods
- Free access to visit the 45 Colleges that make up Oxford University plus University Libraries
- Free membership of the University Club (social, sporting and hospitality club)
- Free entrance to University museums

## **Retail**

- 10% discount at Ashmolean Museum Café and shop
- 10% discount at Bodleian Library shop
- 10% discount at OUP bookshop
- 15% off at Blackwell's bookshop in Oxford
- Discounts online and in local shops via following the link <https://hr.admin.ox.ac.uk/discount-codes>
- Discounts on over 100 national brands by applying for a FREE TOTUM Discount card
- Discount on retail, food and fitness via applying for a UNiDAYS account
- Discount on retail, food and fitness via applying for a Student Beans account
- Discount at Howdens Oxford quoting Oxford University

## **Fitness**

- Discounted membership to University sports facilities, Iffley Road
- Discounted membership to the University Club, Mansfield Road (social, sporting and hospitality club)
- Up to 30% discount at various gyms via student membership app UNiDAYS

## **Healthcare**

Discounted private healthcare via Eduhealth <https://www.eduhealth.co.uk/oxford-university>

## **IT Software**

- Free Office 365 software download on up to 5 devices
- Free antivirus software

## **Training and Development**

- Free access to hundreds of online training courses

\*Please note that with the exception of holidays and pension provision, the benefits listed are non-contractual and may be subject to change or withdrawn.