

Head of Collection Care (Maternity Cover)

Candidate Information Pack



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Introduction by the Deputy Director

Dear Candidate

Thank you for your interest in the post of Head of Collection Care (Maternity Cover). This post is for a fixed term period of 12 months to cover maternity leave. In this pack you will find a brief introduction to The London Library and the vital work of our Collection Care department as well as information about the role and the sort of skills, knowledge and experience we are looking for. Full details are provided about how to make an application, and who to contact if you would like to talk informally to someone about the role before applying.

This is a key role and during this period we need an experienced and capable Head of Collection Care to not only oversee the smooth running of all department operations, including emergency preparedness and training, but also to play a crucial role in development of our new Strategic Plan 2018-2023 and resulting projects. This will include investigating the feasibility of plans to do with space and storage, and having an overview of logistics, as well as ensuring preparation of parts of the collection or collection areas to enable future work.

This is an exciting period in which to be involved with The London Library. In developing our future strategy we are exploring ways to increase member and supporter recruitment and retention, including raising the Library's profile and external visibility, expanding our work with partner organisations, and seeking ways to showcase our collections and heritage. Together these actions will help us to continue to inspire and support generations of readers, writers and thinkers.

The London Library is an exceptional place and everyone who discovers it comes to love it. I believe that this is an excellent opportunity for someone with the right mix of skills, energy, initiative and drive to further their professional development and I look forward to meeting you if you are that person.

Mary Gillies
Deputy Director

The London Library

OUR PURPOSE

The London Library is a registered charity dedicated to the advancement of education, learning and knowledge by the provision and maintenance of a lending library in London embracing every aspect of the Arts and Humanities. Founded by Thomas Carlyle in 1841, it has already played a central role in the intellectual life of the nation for over 175 years.

OUR MISSION

Supporting scholarship, creativity and cultural enrichment

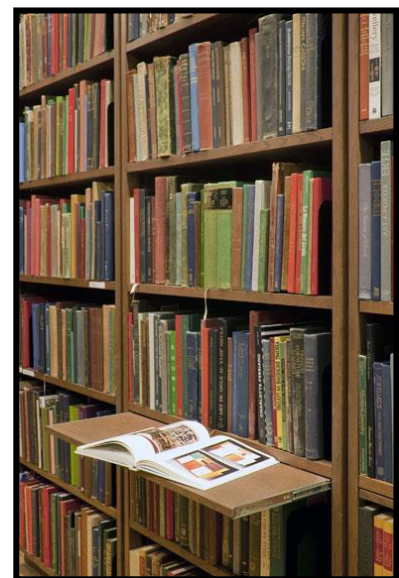
KEY CHARACTERISTICS AND VALUES

The London Library is ...

A treasure-trove of knowledge

By acquiring the most important published works in the arts and humanities in each generation and discarding almost nothing from its shelves, the Library has amassed an extraordinary collection of over one million volumes dating from the 16th century to the latest publications. A growing electronic library complements the printed collections.

We seek to provide the most direct and liberal access to knowledge by maintaining a high proportion of the printed collections on open-access shelves where the volumes may be freely browsed, with most available for loan. Likewise we seek to make the resources of our electronic collections available off-site (through our website) as well as within the Library premises.



A place of learning and enjoyment

We believe in the intrinsic value of the life of the mind and its cultural expression so the Library offers facilities conducive to thinking, reading, scholarship and creativity.



Membership is open to all and many of our 6,500 members have no right of access to other loan collections of comparable depth and reach.

We seek to provide a prompt, reliable and courteous service, meeting and exceeding the expectations of users. Our highly-qualified and specialist staff operate in a spirit of keen collaboration with members, engaging with their individual research and reading interests whether those interests are professional or personal.

Independent

Throughout its history, the Library has remained self-financing (supported by membership subscriptions, donations and bequests) and self-governing, with a committee of Trustees elected by and from the members. This independent status

brings many challenges but enables us to decide our own priorities, standing apart, when necessary, from fluctuating policy trends in local or central government.

We determine our future direction and priorities in keeping with our founding principles and the needs of all those who depend upon us. At the same time, we seek to create effective partnerships with a wide range of organisations in order to learn from others, share our own expertise and work together in pursuit of common goals.

Cosmopolitan

The Library reflects the special character of London, being cosmopolitan in its collections and outlook. From the start, works were added to the collections in most European languages and many non-European ones; this practice continues with particular strengths in French, German, Italian, Russian and Spanish languages.

While providing a rich resource for London's residents, the Library also seeks to serve those much further afield. The Library's founder, Thomas Carlyle, held that "without reading, there is no intellectual living: a life without letters is death"; by working to increase access to the Library's collections and services (including an active postal loans and enquiry service and an ever-growing Electronic Library), we seek to ensure that no-one need go short of food for thought.

Steeped in history



T S Eliot
President 1952–1964

The Library's founding members included many of the most prominent writers and thinkers of the day (from Dickens to Darwin, George Eliot to Thackeray, John Stuart Mill to Harriet Martineau) and the roll-call of renowned members continues to this day. The history of the Library – its members, collections and premises – therefore offers a window onto the literary and intellectual history of the nation.

We take pride in our history and seek to preserve and promote awareness of our unique institutional archive among scholars and researchers around the world as well as interested general readers.

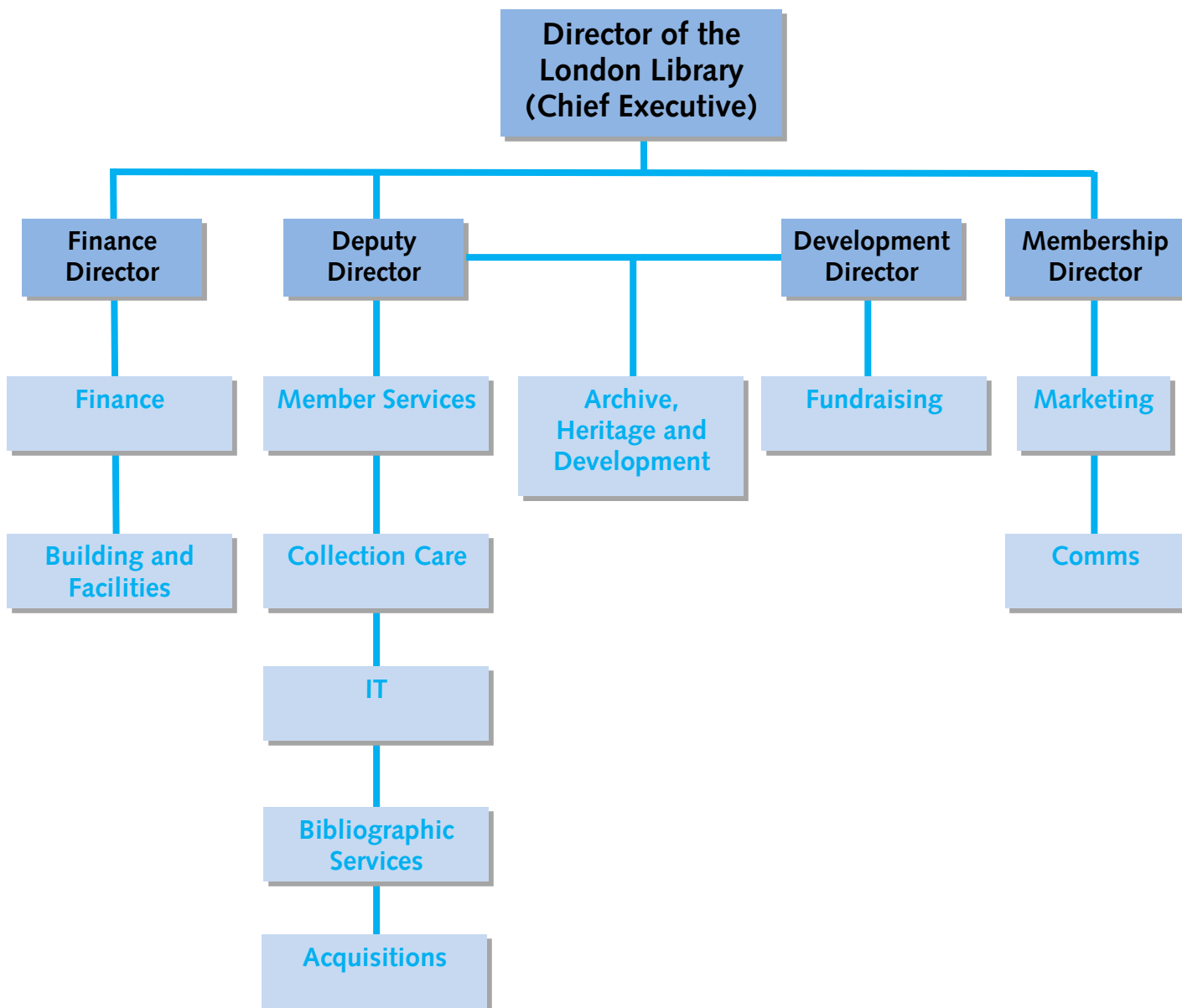


Sir Tom Stoppard
President 2002–2017

OUR VISION FOR THE FUTURE is to continue to provide generations of researchers, recreational readers, and writers of all kinds with the riches of a national library in the arts and humanities for use in their own homes or workplaces. As a leading literary institution, we aim to celebrate and promote the written word, stimulating ideas and creativity to the cultural enrichment of all.

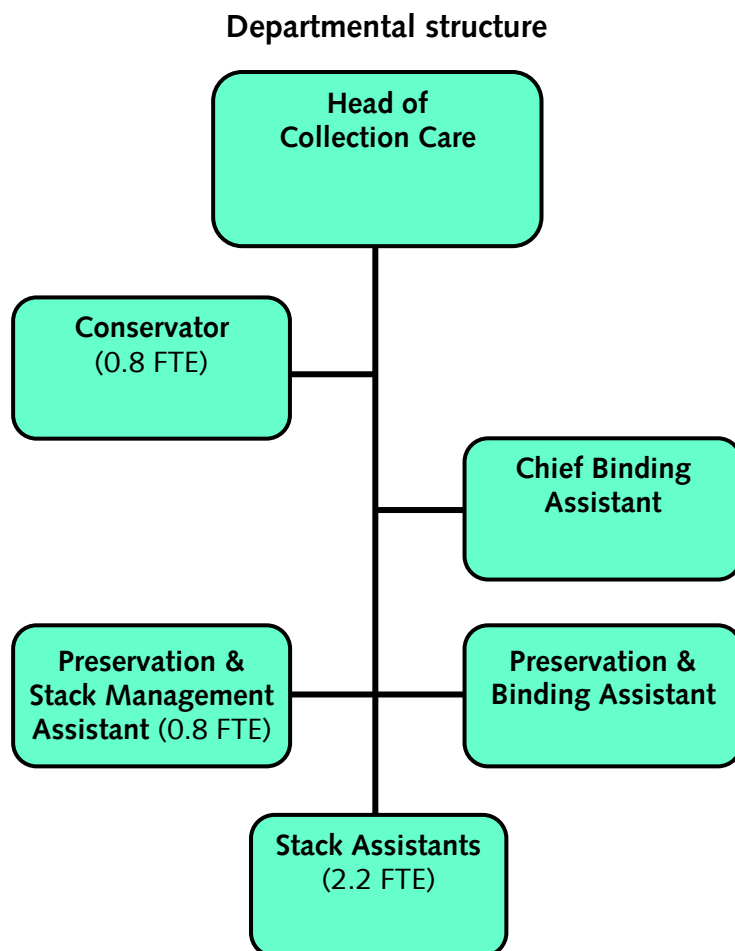
For further information about the Library, visit www.londonlibrary.co.uk

Organisation Overview



Collection Care Department

The Collection Care department is responsible for the preservation of the Library's collections, ensuring that the Library's unique accumulation of book and non-book material is maintained for the enjoyment of present and future generations. There are three principal strands to the department's work: conservation, binding administration and the practical and strategic management of the book stacks. Within these areas, the department is responsible for environmental monitoring and control, emergency planning, good housekeeping, collection security, condition reporting, archival boxing and the provision of surrogates. The department has an active volunteer programme and is committed to raising staff and member awareness of collection care issues.



Head of Collection Care (Maternity Cover)

Role: Summary

Job title:	Head of Collection Care (Maternity Cover)
Level:	Management Team
Salary Band:	G
Department:	Collection Care
Status:	A temporary post to provide cover during maternity leave for the fixed-term period of 12 months or until the return of the post holder, whichever is the earlier. The post is subject to the Library's general employment policies
Location:	St James's Square, London SW1
Accountable to:	Deputy Director
Direct Reports:	Conservator (0.8 FTE) Chief Binding Assistant Preservation and Binding Assistant Preservation and Stack Management Assistant (0.8 FTE) Casual Stack Assistants
Key relationships:	Executive (Director of the Library, Deputy Director, Finance Director, Development Director, Membership Director); Management Team, especially those responsible for collections management, use and promotion (Archive, Heritage and Development Librarian, Head of Acquisitions, Head of Bibliographic Services, Head of IT, Head of Member Services) and Building and Facilities Manager; Development Office staff; Stack Managers (Library staff with responsibility for a shelving section); volunteers and external contacts including professional advisers and consultants, contractors, actual and potential donors and benefactors; members of the Library and other stakeholders
Purpose:	To create and implement strategic plans for the preservation of the Library's collections, co-ordinate all aspects of stack management and the use of space, and contribute fully to the development and implementation of initiatives surrounding digitisation, collection promotion and emergency preparedness and recovery plans

Role: Key Responsibilities

Strategic development

- To lead on the management and development of all aspects of the Library's Collection Care strategy, creating and implementing appropriate policies and procedures to achieve nationally recognised standards of care
- To assist the Archive, Heritage & Development Librarian in the physical management of the Archives
- To liaise with the Director of The London Library, the Deputy Director, the Building & Facilities Manager and architects on all plans for storage development, building works and repairs affecting book storage areas, including assessment of suitability of premises for book storage with due regard for PD 5454:2012 and to PAS 198: 2012
- To develop and implement strategic plans for the use of shelf space within the Library and any necessary out-housing
- To assess security provision in relation to the book stock, developing and implementing strategies to improve it where necessary
- To play a significant role in developing appropriate digital initiatives for the Library in accordance with the Strategic Plan, identifying priorities, potential partners and funding opportunities
- To support the Development Office in identifying and developing opportunities for support
- To monitor national and international developments in preservation and conservation, seeking expert advice where necessary to brief senior colleagues effectively and prepare proposals for implementing any developments offering improvements or economies
- To ensure compliance with copyright and data protection regulations and requirements in all preservation activities
- As a member of the Library's management team, to contribute proactively to the strategic development of the Library as a whole, including the planning of new and revised services and facilities

Preservation – Storage, handling and environmental conditions

- To monitor environmental conditions in all book storage areas, taking steps to remedy problems in conjunction with the Conservator and Building & Facilities Manager
- To liaise closely with the Building & Facilities Manager and with external advisers to improve environmental conditions by regulating temperature and relative humidity and by easing congestion, cleaning and renovating the stacks
- To liaise with the Building and Facilities Manager on regular cleaning of the building and integrated pest management particularly where book storage areas are affected
- To implement a programme of regular cleaning of books and shelving
- To promote a culture of preservation awareness among staff, trustees, members and visiting groups, encouraging improvements in book-handling practice
- To liaise cross-departmentally to ensure that Library events are managed with reference to safe-guarding the collections
- To liaise with Member Services and the Deputy Director over books damaged by members
- To liaise with the Head of Acquisitions on issues relating to material newly acquired by purchase or donation and on the withdrawal of duplicate material

Preservation - Conservation and binding

- To monitor the nature and quality of the binding, conservation and repair work carried

out in-house and by external binders and conservators and ensure that it is in accordance with the Collection Care & Conservation Policy

- To ensure that current periodicals and newly-acquired paperbacks are bound in a timely and appropriate fashion

Preservation – Special Collections and Archives

- To oversee the listing, cleaning and conservation of the Library's rare and valuable books and all related administrative procedures including developing an archive of letters and other insertions found in them
- To implement a strategy for transferring books on open shelves to secure accommodation when necessary for reasons of value, condition or vulnerability
- To help establish and monitor the loan status assigned to books and recommend alterations when appropriate
- To maintain and develop a database of autographs and letters
- To carry out regular stock checks of books within secure accommodation

Preservation - Disaster prevention and recovery

- To manage all risks to the collections as specified in the Library's Collection Care & Conservation Policy
- To assist and advise in the preparation, maintenance and updating of the Library's Emergency Preparedness and Recovery Plan
- To take responsibility as Recovery Manager in the event of major or minor physical emergencies in conjunction with other members of the Emergency Response Team and to deal with the aftermath of any such incident
- To train members of the Emergency Response Team in salvage techniques

Stack management

- To monitor the processes involved in preparing newly-catalogued works for the shelves, ensuring that a high quality of finish is maintained in the application of security stamps and labels
- To prepare and maintain detailed guidelines relating to the arrangement of books in all stack areas
- To maintain the Library's book stacks in good order, by monitoring book delivery by Support staff, managing and training teams of staff (Stack Assistants, Stack Managers) to ensure that books are returned to the shelves promptly and correct shelf order is maintained
- To provide practical support to the Head of Bibliographic Services to facilitate shelf order changes as a consequence of retrospective cataloguing
- To assist the Head of Member Services to improve labelling and signage throughout the stacks so as to facilitate retrieval and browsing
- To coordinate book moves and the re-spacing of sections of the stacks, as needed, to utilise space to the maximum for safe storage and ease of access
- To assist the Deputy Director in decisions relating to possible relegation of stock

Promotion of the collections

- To facilitate awareness of and access to the Library's Special Collections and Archives, in conjunction with the Archive, Heritage & Development Librarian, Head of Bibliographic Services, and Head of Member Services
- To assist with the preparation of book and archive displays within the Library, ensuring items are properly supported and protected
- To assist the Archive, Heritage and Development Librarian in preparing exhibition

loans by assessing and mitigating risk, including arranging for remedial conservation, the production of condition reports and the specification of handling, transportation and display conditions

- To assist the Development Office and Membership Directorate as required with fundraising, marketing and profile-raising activities, events and partnership initiatives, including tours and introductions for members and prospective members whether individually, in groups, or at organised membership recruitment events
- To participate in the preparation of promotional materials for use on the Library's website, in printed matter and through social media presence
- To assist the Development Office as required in the preparation of applications for funding in relation to collection care

Staff and budget management

- To bring together and coordinate the work of the different sections of the department, engendering good morale and performance and encouraging all staff to contribute effectively to the delivery and development of high quality collection care
- To maintain effective documentation on the policies and procedures of the department and promote good communication within the department and throughout all areas of the Library
- To carry out regular reviews of working methods and introduce change, where appropriate, to increase efficiency and cost-effectiveness
- To participate in the recruitment, induction and training of new staff and volunteers, ensuring all achieve and maintain a high standard of competence and preparedness for their duties
- To participate in the Staff Review and Development programme, encouraging staff development and, in liaison with the Deputy Director, ensuring that individual and departmental training needs are identified and met
- To carry out all other responsibilities of a line manager, including the implementation of Health & Safety and Fire Safety procedures, conducting risk assessments as required, and undertaking departmental absence and timekeeping monitoring and management
- To assist the Deputy Director in setting the Library's budget for Stack Assistant remuneration, preservation, binding and conservation and to monitor expenditure against budget throughout the year
- To prepare an annual report including statistics of the department's activities for the Director of The London Library
- To ensure that adequate backup cover is in place for essential functions during absence

Other duties

- To take part in a rota of senior staff taking charge of the Library on evenings and Saturdays
- To attend appropriate training courses to improve and extend skills base as recommended by the Library from time to time
- Such other duties as may reasonably be required by the Director of The London Library

The job description set out above may be subject to amendment at the discretion of the Director of The London Library

First drafted November 2006; Latest revision October 2017

Person Specification

Qualifications

- Good degree, preferably in a subject within the Arts and Humanities
- Post-graduate qualification in librarianship or information science or equivalent qualification

Desirable

Essential



Experience and Knowledge

- Demonstrable experience of management of staff and volunteers
- Experience or good knowledge of rare book librarianship
- Sound knowledge of the principles of preservation and basic book conservation
- Familiarity with disaster recovery techniques
- Computer literacy (MS Office, databases, email, internet, social media), with solid working knowledge of Word and Excel and experience of using library management systems (the Library uses Aleph), with demonstrable ability to learn new IT applications quickly and independently
- Practical numeracy for effective budget planning and the calculation of storage and space requirements
- Experience of delivering successful one-to-one and group training
- Hands-on experience of preservation or basic conservation
- Basic knowledge or experience of cataloguing practices
- Reading knowledge of ancient and/or modern European languages
- Experience or knowledge of digitisation projects



Skills and Abilities (all essential)

Staff management

- Demonstrable ability to lead and manage staff, organising teams effectively and engendering and maintaining consistently high performance standards
- Demonstrable ability to manage and work effectively as part of a team, with a collaborative approach to achieving organisational goals
- Demonstrable experience of successful performance management
- The ability to identify and avert or mitigate potential operational problems

Planning and communication

- Advanced planning and logistical skills, with proven ability to devise and implement

projects, identifying critical paths and delivering to target on time and within budget

- Sound judgement in organising own and others' work and in using time effectively
- Ability to communicate confidently and effectively with a wide range of people, including actual and potential members and benefactors, staff and volunteers, and members of the public, both in individual and group situations
- Proven ability to prepare effective reports, guides, training and promotional materials
- Creative ability to think beyond existing practices to identify and implement potential improvements

Personal impact

- Genuine commitment to delivering first-rate collection care
- Ability to combine tact, diplomacy, flexibility and a pro-active approach in a positive manner even under pressure
- Patience, resilience and willingness to turn a hand to whatever needs doing on occasion

Key Information

Hours of work, pay and benefits

Hours of Work

The normal hours of work are 35 hours a week, excluding meal breaks, between 9.00 am and 5.45pm five days a week (usually Monday to Friday but the Library is also open on Saturdays). The post holder is required to take charge of the Library on occasional evenings and Saturdays on a rota basis, for which time off in lieu is given.

Applications from those wishing to work 28 hours a week (0.8 FT) will be considered. If you would like to apply on this basis, please clearly indicate this in your application.

Salary

c£43,000, London Library Band G, equivalent to point 37 on the single-spine pay scale established in the 2003 Framework Agreement negotiated between the University and Colleges Employers' Association (UCEA) and the major trade unions representing university employees.

Annual leave

30 days plus 11 days when the Library is closed for public holidays

Pension

The Library operates a Group Personal Pension Scheme. Details may be seen at the Library. Eligibility to join and entitlement to benefits is subject to the rules of the scheme.

Meal allowance

In addition to salary, the Library gives a taxable "meal allowance" of £2.08 per day to all members of staff working a full seven-hour day.

Training & Development

The Library is committed to the support and development of all staff. We aim to ensure that all members of staff not only have the knowledge, skills and experience necessary to be successful in their jobs, but also to fulfil their career potential.

Childcare Vouchers

Interested staff can purchase childcare vouchers via a salary exchange scheme.

Season tickets and bicycle loans

Interest-free loans for the purchase of season-tickets and/or bicycles for travelling to and from work.

Access to collections

The facility to make full borrowing use of the Library's collections (up to 10 books at a time) and online resources.

Discount on London Library membership

Staff may extend a discount on Library membership to family or friends (limited to two per year; applies to first year of membership only)

Book purchase, book binding, and London Library merchandise

Staff may purchase books for themselves, taking advantage of the discounts negotiated by the Library. Staff receive discounts on London Library merchandise and discounts on binding personal books may also be arranged.

Rest facilities

Staff room with small kitchen and dining area offering free tea and coffee-making facilities.

Application and selection procedures

Selection process

If you have any queries or wish to have an informal discussion about the role before applying, please contact Mary Gillies, Deputy Director, on 020 7766 4715 or email mary.gillies@londonlibrary.co.uk

How to Apply

Applications should include:

- A curriculum vitae.
- A covering letter in support of your application, providing evidence of your ability to match the criteria outlined in the Person Specification. Please include details of your latest salary and notice period.
- Full contact details (address, telephone number and email address)
- Details of two employers whom we may approach for references. One of them should be your present or most recent employer. If you do not wish a particular referee to be contacted before you have accepted a conditional offer of employment, please make this clear.
- Equal Opportunities Form (available in this document and from the Library website). This form is separated from your application upon receipt and does not form part of the interview selection process.

Timetable

Deadline for applications to be received
Sunday 19th November (by midnight)

Interviews
Monday 27th and Tuesday 28th November 2017

Please send your application to:

Abby Warren
HR Administrator

By email: vacancies@londonlibrary.co.uk

By post:
Vacancies
Head of Collection Care (maternity cover)
(Ref: LL/17/14)
The London Library
14 St James's Square
London SW1Y 4LG

By Fax: 020 7766 4767

All applications will be acknowledged
(please provide a SAE or email address).

Appendix One – Equal Opportunities Monitoring Form

The London Library is committed to being an equal opportunity employer. To help us monitor and achieve this **please complete the six questions below** and send it with your application. The information you provide is used for no other purpose and will be treated as strictly confidential. This form will be separated from your application upon receipt and before selection of candidates takes place.

Monitoring Questions	Please insert answers below
1. Post applied for	Head of Collection Care (mat cover) Ref: LL/17/14
2. Where did you hear about this vacancy? eg website, word of mouth	
3. Nationality Please tell us your nationality / prefer not to say	
4. Do you consider yourself to have a disability or long-term health condition? Please answer yes / no / prefer not to say	
5. Gender monitoring Would you describe yourself as male / female? Or prefer not to say?	
6. Ethnicity monitoring How would you describe yourself?	Please choose ONE section from A to E and add your response below
a) Asian or Asian British Indian Pakistani Bangladeshi Any other Asian background (please specify)	
b) Black or Black British Caribbean African Any other Black background (please specify)	
c) Chinese or other ethnic group Chinese Any other ethnic background (please specify)	
d) Mixed White and Black Caribbean White and Black African White and Asian Any other mixed background (please specify)	
e) White British Irish Any other White background (please specify)	
f) Prefer not to say	

Thank you for your co-operation.