

**LIBRARIAN**  
**(FULL-TIME, PERMANENT POST)**



**Job Description and Person Specification**

**Salary:** £30,000 p.a. plus a generous workplace pension scheme

**Working hours:** 09.30-17.30 Monday-Friday

**Leave entitlement:** 25 days p.a.

This post will report to the Head of Collections

**JOB DESCRIPTION**

**Overview**

The post-holder will be responsible for ensuring the smooth running of the Library in all aspects and will support the Head of Collections in her/his role as Custodian of all the Society's Collections. As well as facilitating the use of the Society's Collections for research, public engagement and education, in accordance with professional standards of custodial care, the post-holder will also have responsibility for the online library management system and contributing to promotion of the Collections, principally through international networks, publications and social media.

**Primary responsibilities:**

1. To ensure the smooth running of the Library in all aspects, including collections management, house-keeping, loans, donations etc. and to collaborate with the Head of Collections in her/his role as Custodian of all the Society's Collections, its books, journals, biological collections, manuscripts, artworks and artefacts.
2. To take responsibility for the efficient operation and development of the library management system, ensuring the cataloguing and classification of material to MARC21 and AACR2 standards and applying the UDC classification system.
3. To take responsibility for achieving the Collections strategic aims, which include completing the cataloguing of journals held by the Society, cataloguing the build-up of donated books, and handling the integration of the library catalogue with the National Bibliographic Knowledgebase.
4. To collaborate with the Head of Collections in producing and updating policy and procedural documents.
5. To provide the highest level of research enquiry and support services to Fellows and all users of the Library and Collections, in person and remotely, and to supervise research visits, liaising with the Society's Archivist.
6. To facilitate research visits to the biological collections, in collaboration with the appropriate Curator.

7. As Linnaeus Link Administrator, to manage the project efficiently, facilitating communication with and between Partners, to organise Partners' meetings and to promote the project. Also to address all technical issues relating to the Society's international collaborative project and resource, the Linnaeus Link Union Catalogue.
8. To support the Society in its charitable public engagement and education activities, facilitating access to collections, by giving tailored tours of the Library, the specimen collections and the Rooms of the Society to specialist groups, as well as to the general public. Also to set up regular displays and small exhibitions, especially in relation to Society meetings and events, as well as for other collaborative events e.g. with other Courtyard Societies, and to communicate information regarding the Collections through blogs and social media posts.
9. To contribute to the development, content and structure of the webpages relating to the Society's collections, in collaboration with the Society's Webmaster, Curators, Archivist and Digital Assets Manager.
10. To provide professional input into Linnean Society grant applications as required.
11. In collaboration with other members of the team, to help to develop national and international partnerships and professional networks for best practice, as well as collaboration in projects.
12. To collect and evaluate library usage and collection statistics.
13. In collaboration with the Head of Collections, to support meetings of the Collections Committee.
14. To support the Head of Collections in supervising and managing the Library's long-standing volunteers.
15. In rotation with other members of the team, to undertake to cover the Library at monthly evening events.

**PERSON SPECIFICATION**

<b>Essential</b>	<b>Desirable</b>
<p><b>Qualifications</b> Candidates must have a first degree plus a post-graduate qualification in librarianship, information studies or information management</p>	<p>A first degree in history, history of science, life sciences or nature conservation</p> <p>Membership of a relevant professional body</p>
<p><b>Experience</b> Candidates must have:</p> <p>A minimum of three year’s relevant experience in a comparable environment</p> <p>Experience of responding to research enquiries</p> <p>Experience of using online cataloguing and collections management systems</p> <p>Experience of delivering talks, displays and exhibitions</p> <p>Experience of cataloguing complex collections to professional standards</p> <p>Experience of using and contributing to a variety of web-based resources</p>	<p>Experience of delivering education and outreach activities based on collections</p> <p>Experience of managing digital collections</p> <p>Experience of digitisation processes</p> <p>Experience of managing volunteers</p>
<p><b>Skills and abilities</b> This post requires:</p> <p>Demonstrable bibliographic research skills</p> <p>Knowledge and experience of library cataloguing</p> <p>A knowledge of relevant professional standards – copyright, data protection, conservation, book-handling etc.</p>	<p>A reading knowledge of at least one other European language</p> <p>An awareness of information resources relevant to the Linnean Society’s core subjects</p>

<p>Excellent communication skills</p> <p>Experience of business writing, such as policy documents, formal reports and grant applications</p> <p>Project management skills</p> <p>Expertise in using a variety of IT applications</p> <p>Ability to work under pressure and to deadlines</p> <p>Ability to work independently as well as collaboratively within a small team</p>	
<p><b>Personal</b></p> <p>Commitment to the highest professional standards</p> <p>Knowledge of and commitment to relevant professional codes of practice</p> <p>Meticulous attention to detail</p> <p>Commitment to excellent customer service</p>	<p>An interest in the natural sciences</p>

The Linnean Society strives to be an equal opportunities employer