

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

LIBRARIAN (CATALOGUING & ENQUIRIES) **Jerwood Library of the Performing Arts (Faculty of Music)**

(Permanent, Full-time)

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LIBRARIAN (CATALOGUING & ENQUIRIES), JERWOOD LIBRARY OF THE PERFORMING ARTS

Contract: Permanent, full-time

Salary: £30,957 - £37,151 p.a. (Including LWA)

Trinity Laban Conservatoire of Music and Dance is a forward thinking, contemporary and world-class Higher Education Institution with a vision to redefine the conservatoire for the 21st century. At the leading edge of music and dance training, it provides specialist education of the highest quality, which reflects the increasingly collaborative world of artistic practice and supports the lifelong career development of students and professional performing artists.

The award-winning Jerwood Library of the Performing Arts, which supports teaching, learning, performance and research within the Faculty of Music, seeks to appoint a full-time Librarian to join its team of specialist professional staff.

Responsibility in the areas of cataloguing, enquiries, user education and acquisitions is shared across at least two members of the team of librarians. This specific role comprises cataloguing, enquiry work and user education, with cataloguing (including printed music, books, AV and archival material) being the primary focus. Areas of responsibility may change over time to complement the skills and experience in the team.

We know that sometimes people can be put off applying for a job if they think they can't tick every box, but often the "perfect candidate" doesn't exist. If you can do most of what we are looking for we would very much welcome your application.

We are seeking someone with:

- a degree (preferably in music);
- a postgraduate qualification in librarianship or working towards one, or with extensive professional cataloguing experience;
- a strong understanding of music cataloguing using AACR2/RDA, MARC21 and LCSH;
- excellent knowledge of classical music and experience of practical music-making;
- strong communication, interpersonal and IT skills.

You should relish solving problems and enjoy working as part of a small team. Direct experience of enquiry work and teaching information skills is desirable and a reading knowledge of at least one western European language, in addition to English, would be advantageous.

As an equal opportunity employer, we positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Please note all applications submitted will be shortlisted anonymously by our recruiting panel, so please ensure that your name and personal details are not included within your supporting statement, otherwise we will not be able to consider your application.

If you think this might be just the job for you, please register an account with our eRecruitment system (or login if you have an account) and complete an online application form using the following link <https://jobs.trinitylaban.ac.uk/>

Closing Date: 23.59 hours GMT on Sunday 9 January 2022

Interview Date: Thursday 27 January 2022

For any queries about this position that are not covered in the job pack, please email Katerina Filiosopoulou, People Services and Resourcing Officer, on staffrecruitment@trinitylaban.ac.uk

All of our taught programmes are validated by Trinity Laban Conservatoire of Music and Dance. Research degrees are validated by City, University of London.

Trinity Laban Conservatoire of Music and Dance is a company limited by guarantee registered in England and Wales Company No. 51090. Registered Charity No. 309998.

JOB DESCRIPTION

Post:	Librarian (Cataloguing & Enquiries)
Department:	Jerwood Library of the Performing Arts
Reporting to:	Library Manager, Faculty of Music
Grade:	6
Contract:	Full-time, permanent

PURPOSE OF ROLE

As part of a small team of professional librarians, to contribute to the planning, organisation, development and promotion of library services to support the teaching, learning, performance and research activities of the Conservatoire.

Responsibility in the areas of cataloguing, enquiries, user education and acquisitions are shared across at least two members of the team. This role comprises cataloguing, enquiry work and user education, with cataloguing (printed music, books, AV and archival material) being the primary focus.

Areas of responsibility may change over time to complement the skills and experience in the team.

Main duties

Cataloguing

1. To be responsible for the classification and MARC21 cataloguing of library stock (currently mainly printed music, books, sound and video recordings) according to AACR2/RDA and LCSH, using the SirsiDynix Symphony library management system
2. To be responsible for the cataloguing of special collection materials, including rare printed music and books with reference to DCRM(B) using the SirsiDynix Symphony library management system, and archival materials with reference to ISAD(G) using the Archives Hub
3. To be responsible for quality control of cataloguing work
4. To contribute to the future development and management of cataloguing projects
5. To contribute to the formulation and review of the Library's cataloguing priorities
6. To maintain departmental cataloguing manuals

Enquiries

7. To be responsible for the specialized library enquiry service, providing help and advice to students in support of their individual learning needs and responding to reference enquiries from students, staff and external researchers.

8. To be responsible for the prompt and legal fulfilment of special collections reprographics requests, liaising with copyright holders where necessary
9. To maintain enquiry resources to support use of special collections

Collections management

10. To liaise with the Library Assistants regarding processing and binding requirements
11. To make decisions regarding the acceptance of donations, liaising with donors and managing logistics.
12. To assist with the sorting of donations and making retention decisions
13. To make recommendations for the storage and preservation of special collections material and assist the Head of Libraries with special collections care
14. To contribute to the planning and management of digitization projects

User education

15. To assist with the devising of, and contribute to the delivery of, information skills sessions across undergraduate and postgraduate programmes as part of the library teaching team
16. To contribute to library resource user guides
17. To be the liaison librarian for allocated PhD students

Customer service and outreach

18. To provide cover for the circulation service as required
19. To work evening duties and Saturdays as required during term-time (currently one evening per week until 7pm and three Saturdays per term from 10.00-15.00)
20. To contribute to the promotion of the library's collections and services, including writing content for the virtual learning environment, library website and blog, as well as curating exhibitions.

Other

- To deliver training on the use of the SirsiDynix Symphony system (in the areas related to this role), the Archives Hub, in-house cataloguing and enquiries procedures to new library staff
- To assist with the training, supervision and management of Library Assistants, student assistants, volunteers and work experience placements
- To assist the Library Manager with staff recruitment, including the assessment of applications and serving on interview panels
- To serve as a member of the Jerwood Library's disaster recovery team
- To assist with the induction programme for new students and staff
- To provide guided tours to visitors as required
- To contribute, as part of the library team, to the development of overarching library plans and policies
- To represent the Library as required on relevant systems user groups
- To represent the Library at internal and external meetings as required
- To prepare reports as required
- To assist in the monitoring and evaluation of library services, collecting statistics as required
- To help ensure the maintenance of an environment conducive to learning and to enforce Library regulations

- To keep up-to-date with professional and technical developments in music librarianship, cataloguing and related fields
- To deputize for the Library Manager as necessary

THE POST HOLDER MUST:

- At all times be committed to Trinity Laban's Equality and Diversity Policy.
- Adhere to all policies and procedures relating to Health and Safety in the workplace.
- Promote the profile and image of the Department, the Faculty of Music's portfolio of programme offerings and the Conservatoire wherever possible;

CONSERVATOIRE VALUES:

- All staff are expected to operate in line with Trinity Laban's Terms and Conditions for staff, which set out the principles of how we work together. More information about the Conservatoire's vision, mission and values is available at:
<https://www.trinitylaban.ac.uk/about-us/governance/our-vision>

Trinity Laban has a no smoking policy on its premises.

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the Conservatoire.

LIBRARIAN (CATALOGUING & ENQUIRIES), JERWOOD LIBRARY OF THE PERFORMING ARTS PERSON SPECIFICATION

Criteria	Specification	E/D	Measured By
Education/ Qualifications	A good honours degree	Essential	Application
	A postgraduate qualification in librarianship (or currently enrolled on a PG librarianship course) OR Chartered member of CILIP OR Extensive experience of cataloguing using MARC21 and AACR2/RDA in a role at professional librarian level	Essential	Application
	Degree or equivalent in music	Desirable	Application
Experience			
	Experience of working in a library	Essential	Application
	Professional experience of cataloguing and classifying printed music and/or music sound recordings	Desirable	Application
	Experience of enquiry work	Desirable	Application, interview
	Experience of working with special collection material	Desirable	Application, interview
	Experience of teaching information skills	Desirable	Application
Knowledge or Understanding			
	Strong knowledge and understanding of the application of cataloguing rules to music materials according to AACR2/RDA and MARC21, including the application of LCSH and classification	Essential	Application, interview, test
	Excellent knowledge of classical music	Essential	Application, interview, test
	Knowledge of key reference sources applicable to music	Desirable	Application, interview, test
	An understanding of the types of copyright issues that arise in enquiry work and the ability to act and advise in accordance with these	Desirable	Application, interview, test
Skills and Abilities			
	A high level of musical literacy and experience of practical music making	Essential	Application, interview, test

	Excellent oral and written communication skills	Essential	Application, interview, test
	Excellent IT skills, including Microsoft Office (Word, Excel, Outlook)	Essential	Application
	Excellent planning and organisational skills	Essential	Application, interview
	Reading knowledge of at least one western European language in addition to English	Desirable	Application
Personal Qualities	Ability to work accurately with meticulous attention to detail	Essential	Application, test
	Ability to think creatively to solve problems	Essential	Application, interview
	Excellent interpersonal and team working skills	Essential	Application, interview
	A commitment to equality, diversity and inclusion	Essential	Application, interview
Special Working Requirements	Capable of lifting, moving and shelving library stock	Essential	Application
	Able to work evenings and Saturdays as required	Essential	Application

Please note that it will not be possible for the Conservatoire to issue a Certificate of Sponsorship for successful candidates as we are awaiting further information from UK Visas and Immigration. Applicants will therefore need to be eligible to work in the UK or have limited leave to remain in the UK and associated right to work for the duration of their employment with the Conservatoire, in accordance with the Immigration, Asylum and Nationality Act 2006.

CONDITIONS OF SERVICE – SUMMARY AND STAFF BENEFITS

Contract:	Full-time, permanent subject to a 6-month probationary period.
Hours:	35 hours per week, predominantly 09.00-17.00 Monday to Friday (with a daily lunch break of one hour), with normally one evening shift per week (currently 11.00-19.00) during term-time and on average 3 Saturday shifts (10.00-15.00) per term, for which time off in lieu will be awarded. Working hours are subject to change as determined by the need of the Conservatoire. Consultations will take place with staff if Trinity Laban considers revisions appropriate.
Location:	You will be based at the Faculty of Music (King Charles Court, Old Royal Naval College) but may also be required to work at the Faculty of Dance (Laban building, Creekside).
Salary:	Trinity Laban Staff Salary Scale, Grade 6, Incremental Points 22 - 29, £30,957 - £37,151 p.a., inclusive of a London Weighting Allowance of £3,842 p.a. Salaries are paid on the last working day of each month direct into bank or building society accounts.
Holidays:	25 days p.a. in addition to Statutory, Bank and Public Holidays. Please note, only full calendar month will count.
Sick Pay:	Trinity Laban operates the Statutory Sick Pay Scheme, and staff may be eligible for benefits in excess of this under Trinity Laban's own sick pay scheme.
Pension Scheme:	The successful candidate will be auto-enrolled into the Universities Superannuation Scheme, if they meet the qualifying criteria. Employees contribute at the rate of 9.6% of their pensionable salary (from 1 October 2019). The Conservatoire pays the Employer's contribution currently at the rate of 21.1% of pensionable salary.
Staff Development:	A range of Staff Development opportunities are available.
Library:	The Laban Library (Faculty of Dance) and the Jerwood Library of the Performing Arts (Faculty of Music) are available for use.
Car Parking:	A limited number of parking spaces are available at the Laban Building, subject to availability.
Cafeteria:	Our Cafeterias/Licensed Bars at both sites serve a range of hot and cold drinks and snacks.
Events:	There is a wide range of music and dance performances each week, many of which are free to members of staff.
Classes:	Reduced rates access to Adult Classes.
Eye Care:	Vouchers for eye tests are available for VDU users.

Health: Reduced rates for Health services and access to the Cash 4 Health plan. Details are available from the Health Department.

Cycle to Work: A cycle to work scheme is operated.

Give as you earn: A give as you earn scheme is operated.

INFORMATION ON TRINITY LABAN CONSERVATOIRE OF MUSIC AND DANCE

Trinity Laban Conservatoire of Music and Dance is the UK's only conservatoire of music and contemporary dance. The unequalled expertise and experience of its staff, and its world class facilities housed in landmark buildings, put Trinity Laban at the forefront of vocational training in music, musical theatre, and dance.

Our history goes back to 1872 with the founding of Trinity College of Music in London. Trinity College of Music merged with Laban (founded in 1946) in 2005 to create Trinity Laban, now home to a creative and cosmopolitan community of students, teachers and researchers from around the globe.

We have a reputation for innovation and forward-thinking, and are focused on training students for life-long careers in our art forms. Each year we welcome over 1,000 students from over 60 countries to follow undergraduate, postgraduate and research programmes. Thousands more people enjoy music, dance and health activities as part of our lively performance and outreach programmes.

Our unrivalled roster of teaching staff includes respected academics, performers, composers and choreographers. Many of them are active researchers who push at the boundaries of their art forms, and extend our understanding of artistic and educational practice. We also welcome leading visiting artists, ensembles and companies from around the world, so our students benefit from working directly with today's top performers.

We work together in a number of outstanding locations, including the 17th-century Old Royal Naval College at Greenwich (a World Heritage Site), the Stirling Prize-winning Laban Building in Deptford, and the magnificent Grade II listed Blackheath Halls. Our world-class facilities include state-of-the-art practice rooms and dance studios, flexible performance spaces and internationally famous libraries. Students also have access to the cultural wealth of London, and regularly perform at its leading venues.

To find out more, visit trinitylaban.ac.uk