

# TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

---

## ACADEMIC LIAISON LIBRARIAN (CATALOGUING & USER EDUCATION) Laban Library (Faculty of Dance)

**(Permanent, Part-time)**

### JOB DETAILS - CONTENTS

Page 2	Advertisement
Page 4	Job Description
Page 7	Person Specification Conditions of Service Summary and Staff Benefits
Page 9	
Page 10	Information on Trinity Laban Conservatoire of Music and Dance

## **ACADEMIC LIAISON LIBRARIAN (CATALOGUING & USER EDUCATION) LABAN LIBRARY**

**Contract: Permanent, part time (0.6 FTE)**

**Salary: £33,760 - £40,179 p.a. pro-rata (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 21<sup>st</sup> 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 Laban Library & Archive, which supports teaching, learning, performance and research within the Faculty of Dance, seeks to appoint a part-time Librarian to join its team of specialist professional staff, commencing as soon after 2<sup>nd</sup> January as possible. The Laban Library offers the largest and most varied open-access specialist research collection on dance and related subjects in the UK, covering many aspects of dance in a variety of formats and languages.

This role has specific responsibility for cataloguing, and also incorporates user education and academic liaison (which is shared across the three professional librarians). It also involves regular enquiry work, user support, circulation tasks, collection development and maintenance. 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, and we understand that not all candidates meeting the necessary criteria for cataloguing will necessarily have as much experience in user education. If you can do most of what we are looking for we would very much welcome your application.

We are seeking someone with:

- a postgraduate qualification in librarianship or working towards one, or with extensive professional experience of cataloguing and user education
- experience of cataloguing and classifying library materials, including a strong understanding of AACR2/RDA, MARC21 and LCSH
- excellent communication and interpersonal skills

You should relish solving problems and enjoy working as part of a small team. Experience of providing academic liaison and user education in a library context would be advantageous, along with knowledge of (or a demonstrable interest in) dance.

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 8 October 2023

**Interview Date:** Friday 3 November 2023

For any queries about this position that are not covered in the job pack, please email Katerina Filisofopoulou, Talent Resourcing and Organisational Development Officer on [staffrecruitment@trinitylaban.ac.uk](mailto: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

---

<b>Post:</b>	Academic Liaison Librarian (Cataloguing & User Education)
<b>Department:</b>	Laban Library
<b>Reporting to:</b>	Library Manager, Faculty of Dance
<b>Grade:</b>	6
<b>Contract:</b>	Part-time 0.6 FTE (21 hours), 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.

This role combines specific responsibility for cataloguing with provision of subject liaison support for designated programmes in the Faculty of Dance, including the development and delivery of a programme of user education and research skills training for those programmes.

Responsibilities include implementing and maintaining processes and policies for cataloguing and classification and supervising cataloguing by other staff. Additional duties include enquiry work, contributing to collection development, managing reading lists and supervision of the library space. Responsibility for delivering user education is shared across three members of the team and closely coordinated with academic staff to ensure sessions are embedded within the programmes and across the student journey.

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 cataloguing of library stock (currently mainly printed books, journals and audio-video recordings) according to AACR2/RDA and LCSH, using the Liberty library management system
2. To maintain and devise effective workflows for importing and editing bibliographic records and to contribute to the future development and management of cataloguing projects including input into system development and potential migration.

3. To be responsible for quality control of cataloguing work across the library team and to contribute to the formulation and review of the Library's cataloguing priorities
4. To maintain and update the specialist Laban Dance Classification Scheme as well as departmental cataloguing manuals

#### User education

5. To deliver a wide variety of user education sessions including inductions, workshops, lectures, 1 to 1s and resource-based instruction, both in person and online, across undergraduate and postgraduate programmes as part of the library teaching team
6. To keep up to date with current pedagogy and deliver inclusive teaching for all
7. To create learning materials and contribute to library resource user guides

#### Subject liaison

8. To provide academic liaison for designated programmes within the Faculty of Dance, working as the main point of contact between programme students, staff and the library service, representing the library at programme committees
9. To proactively build and maintain close working relationships with academic colleagues and staff from other departments to promote and integrate the library service within the taught programmes
10. To develop and maintain specialist knowledge of the subject areas, including in-depth understanding of key information sources
11. To work with academic colleagues to ensure reading lists are up to date and discoverable in library systems, including advising them of potential additions.
12. To develop and deliver tailored user education sessions for designated programmes
13. To audit course readings for compliance with institutional licences for designated programmes.

#### Collections management

14. To make acquisition recommendations based on reading lists, academic liaison and maintaining awareness of new publications in relevant subject areas
15. To assist with collection audits and identifying material for weeding
16. To maintain library collections and assist with preservation needs
17. To contribute to the planning and management of digitization projects

#### User service and enquiries

18. To provide regular cover for the enquiry service desk as required
19. To contribute to the promotion of the library's collections and services, including creating content for the virtual learning environment, library website, blog and social media channels, as well as creating displays.
20. To perform financial transactions such as taking payments for library fines and book sales
21. To provide a specialised library enquiry service, giving help and advice to proactively support students' diverse individual learning needs and responding to reference enquiries from students, staff and external researchers.
22. To contribute to the prompt and legal fulfilment of reprographics requests

Staff management and supervision

23. To deliver training on the use of the Library Management System (in the areas related to this role), in-house cataloguing and enquiries procedures to new library staff

24. To assist with the recruitment, training and supervision of Library Assistants and student assistants as requested by the Library Manager

## **Other**

- To contribute, as part of the library team, to the development of overarching library plans and policies
- To represent the Library at internal and external meetings as required
- To assist in the monitoring and evaluation of library services, collecting statistics and preparing reports 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 developments in dance and performing arts librarianship, cataloguing and related fields
- To support and promote library and institution wide initiatives, including actively working towards a more inclusive and anti-racist approach to education
- 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 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.*

## ACADEMIC LIAISON LIBRARIAN (CATALOGUING & USER EDUCATION), LABAN LIBRARY- PERSON SPECIFICATION

Criteria	Specification	E/D	Measured By
<b>Education/Qualifications</b>	A good honours degree or equivalent	Essential	Application
	A postgraduate qualification in librarianship (or currently enrolled on a PG librarianship course)  <b>OR</b>  Chartered member of CILIP  <b>OR</b>  Extensive experience of cataloguing using MARC21 and AACR2/RDA and user education in a role at professional librarian level	Essential	Application
	A teaching qualification or Fellowship of AdvanceHE (or substantial equivalent teaching experience)	Desirable	Application
<b>Experience</b>			
	Experience of working in an academic or specialist library	Essential	Application
	Professional experience of cataloguing and classifying library materials	Essential	Application
	Experience of teaching information and research skills	Desirable	Application, interview
	Experience of providing academic library subject liaison and coordinating an embedded programme of training	Desirable	Application, interview
	Experience of enquiry work	Desirable	Application
	Experience supporting and engaging practice-based arts students	Desirable	Application
<b>Knowledge or Understanding</b>			
	Strong knowledge and understanding of the application of cataloguing rules to library materials according to AACR2/RDA and MARC21, including the application of LCSH and classification	Essential	Application, interview, test
	Knowledge of Library Management	Desirable	Application,

	Systems and discovery including importing, managing and editing bibliographic records		interview
	Strong knowledge of dance and performing arts and associated reference sources	Desirable	Application, interview
	Knowledge of current pedagogy relevant to library services	Desirable	Application, interview
	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
<b>Skills and Abilities</b>	Excellent oral and written communication skills	Essential	Application, interview
	Excellent IT skills, including Microsoft Office (Word, Excel, Outlook)	Essential	Application
	Excellent planning and organisational skills	Essential	Application, interview
<b>Personal Qualities</b>	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
	Ability to build and nurture professional relationships outside of the immediate working team	Essential	Application, interview
	A demonstrable commitment to equality, diversity and inclusion	Essential	Application, interview
<b>Special Working Requirements</b>	Ability and willingness to move around the building, between sites and undertake occasional lifting	Essential	Application

## CONDITIONS OF SERVICE – SUMMARY AND STAFF BENEFITS

<b>Contract:</b>	Full-time, permanent subject to a 6-month probationary period.
<b>Hours:</b>	21 hours per week, currently distributed 09.00-17.00 on a Wednesday, Thursday and Friday (with a daily lunch break of one hour). At present no regular evening or weekend shifts are required, but 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.
<b>Location:</b>	You will be based at the Faculty of Dance (Laban Building, Creekside) but may also be required to work at the Faculty of Music (King Charles Court, Old Royal Naval College).
<b>Salary:</b>	Trinity Laban Staff Salary Scale, Grade 6, Incremental Points 22 - 29, £33,760 - £40,179 p.a. pro rata, inclusive of a London Weighting Allowance of £4,155 p.a. pro rata. Salaries are paid on the last working day of each month direct into bank or building society accounts.
<b>Holidays:</b>	25 days p.a. pro rata in addition to Statutory, Bank and Public Holidays. Please note, only full calendar month will count.
<b>Sick Pay:</b>	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.
<b>Pension Scheme:</b>	The successful candidate will be auto-enrolled into the Universities Superannuation Scheme, if they meet the qualifying criteria. Employees contribute at the rate of 9.8% of their pensionable salary. The Conservatoire pays the Employer's contribution currently at the rate of 21.6% of pensionable salary.
<b>Staff Development:</b>	A range of Staff Development opportunities are available.
<b>Library:</b>	The Laban Library (Faculty of Dance) and the Jerwood Library of the Performing Arts (Faculty of Music) are available for use.
<b>Car Parking:</b>	A limited number of parking spaces are available at the Laban Building, subject to availability.
<b>Cafeteria:</b>	Our Cafeterias/Licensed Bars at both sites serve a range of hot and cold drinks and snacks.
<b>Events:</b>	There is a wide range of music and dance performances each week, many of which are free to members of staff.
<b>Classes:</b>	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 17<sup>th</sup>-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](http://trinitylaban.ac.uk)