



## College Librarian: Further Particulars

Trinity Term 2018

Regent's Park College seeks to appoint a full-time College Librarian who will have overall responsibility for the management and development of the College's Library Services. The College Librarian will be based in the College Library, managing its day to day affairs with the help of a part-time Library Assistant; the College Librarian will also be involved in and direct the work of the Angus Library and Archive, where the day to day responsibility will be held by the Angus Librarian. The College Librarian currently manages three members of staff plus volunteers.

### 1. The nature of the College

Regent's Park College was founded in Stepney, London, in 1810, incorporating a Baptist Education Society formed in 1752. It became a Permanent Private Hall of the University of Oxford in 1957, with full rights to matriculate undergraduate and postgraduate students in the University and with its Fellows as teaching members of the University Faculties.

As a Baptist foundation holding membership in the Baptist Union of Great Britain, an indispensable part of the work of Regent's Park College is the training of candidates for the Baptist ministry though the largest part of the college is now a community of undergraduates who are not students preparing for Christian ministry, and who come from most Christian denominations and from none at all. They read for the B.A. degree in a range of Arts subjects, including and especially Theology or a joint degree of Philosophy with Theology, but also including English, History, Law, PPE, and Geography. The tutorial staff is fully ecumenical in its membership. The College encourages postgraduate scholarship, and has the largest number of graduate students reading doctorates in Theology in the University. The College is concerned to make connections between Christian faith and cotemporary social contexts, and it focuses this concern in a *Centre for Christianity and Culture* which is an integral part of the College; a *Centre for Baptist History and Heritage* focuses an interest in its denominational heritage.

In the present year there are 202 students in the College. These include 123 undergraduate students, 62 students reading for postgraduate degrees, and 16 visiting students; 16 students are training for Baptist ministry.

## **2. The College Libraries**

The College Library service comprises three libraries.

### **(1) *The College Library***

This is mainly intended to serve the undergraduate members of college, and is restricted in scope to the humanities and social sciences subjects studied by undergraduates. It has a strong theological specialization, where the collection is also suitable for postgraduate study. It has a stock of over 27,000 books and takes about 50 current journals. Each year about 3,500 items are checked out by staff and students. The library uses Aleph for cataloguing and circulation, and there is full access to the OLIS catalogue and the electronic resources of the University library service through computers in the library. The process for borrowing books is computerized self-issue. Total expenditure on books and periodicals is about £22,000 p.a.

### **(2) *The Angus Library and Archive***

This is quite separate from the College Library and is a research library and archive of Nonconformist and particularly Baptist heritage and mission. It contains approximately 70,000 items dating from 1493 to the present, including a large collection of oriental and African linguistic works, over 360 periodical titles, mostly from the 19th Century, and 1700 linear meters of manuscript archives, plus a significant missionary photographic archive. It incorporates the research collection of the nineteenth-century Principal and scholar Dr Joseph Angus; the former library and archives of the Baptist Union of Great Britain and the Baptist Historical Society; and the Archives of the Baptist Missionary Society, founded in 1792, which are held on deposit. It continues to acquire both modern and historical Baptist and other relevant nonconformist material. It thus serves as a unique national and international library and archive of Baptist heritage, providing a major resource for the study of the dissenting strand in British cultural and religious history, significant for the development of religious toleration in this country and of worldwide significance, particularly in North America, the white dominions and the developing world. An extensive hymnody collection from various denominations illustrates the importance of nonconformity to the development of this area of British culture.

The Archive is consulted on a national and international front both by research scholars into Baptist history, the history of Dissent in the UK, and the social history of foreign missions, and by members of the public researching the background history of their family or local community. More than 80% of the printed collections are catalogued online, on Oxford University's public Information System (OLIS), and through that they are also accessible on COPAC and WorldCat. The online cataloguing of the remainder of the collection is ongoing. The catalogues of the manuscripts and the photographic material are available on Adlib through the website.

The Library and Archive is housed in secure strong rooms on mobile shelving, with an adjacent research room for visitors and office for librarian and archivist. The Research Room allows visitors, by appointment, to consult the material.

The Library benefits from links with many other libraries and archives, both in the UK and overseas, and has worked in partnership with a number of organizations. Its closest ties are with the College's own Centre for Baptist History and Heritage, and the Angus Librarian will

work closely with the director of this Centre to help it achieve its academic goals and on various projects. Among the collections housed in the Angus is that of the Baptist Historical Society and the College Librarian and Angus Librarian will also work closely with the Committee of the BHS.

There is a part-time archivist, Dr Julian Lock, who works two days per week, and a team of regular volunteers.

### *(3) The David Nicholls Memorial Library*

This is a reference collection of 4,500 volumes also catalogued on OLIS, plus an archive collection. This was the working library of the late Revd Dr David Nicholls, an Anglican priest and scholar, and contains an interdisciplinary collection of material relating to political theology on the one hand, and to the Caribbean, in particular Haiti, on the other. The collection is deposited with the College by the David Nicholls Memorial Trust and is under the supervision of the College Librarian. See [www.ad.bham.ac.uk/revelation](http://www.ad.bham.ac.uk/revelation) and [www.dnmt.org.uk](http://www.dnmt.org.uk) for further information.

### *(4) Possible future building project*

The College is currently considering possible building projects, and it is possible that this will include reconfiguration of part of the Library area. The College Librarian will need to be able to contribute to discussions about these plans and manage any transitions to new facilities in the event that this proves necessary.

## **3. The Centre for Baptist History and Heritage**

The College Librarian works in liaison with the Angus Librarian and Director of the Centre, currently Professor Paul Fiddes, to offer the resources of the Angus Library to scholars who come to work in the Centre. The Centre aims to deepen an awareness and appreciation of Baptist history and heritage, and to connect such study with historic and contemporary Baptist theological work. It further aims to develop research and scholarship in these areas and relate this research to contemporary Baptist life.

The Centre offers research opportunities to visiting scholars and students, and organises lectures, seminars and consultations of international significance, encouraging use of the Angus Library at the highest academic level.

## **4. Job Specification**

### *General management*

- Strategic planning and development of the College Library and The Angus Library and Archive, in consultation with the Principal, Angus Librarian and Library and IT Committee, to include collection development, management, care and exploitation.
- Development and ongoing management of library specific policies and procedures.
- Management of library team, including regular meetings and reviews
- Library representation on various College committees, and servicing the Library and IT Committee

- Monitoring and contributing to the Library services' web page and social media output
- Compilation and report of annual statistics of use of both the College Library and The Angus Library and Archive
- Conducting library tours and organizing inductions for new students and staff

#### *Liaison with partners and stakeholders*

- Liaison with other University of Oxford institutions in relation to electronic resources, catalogue development, circulation, library induction, and access policy.
- Liaison with relevant national and local outside bodies, such as the Museums, Libraries and Archives Council (MLA) and its regional agency SEMLAC as necessary, the Association of British Theological and Philosophical Libraries (ABTAPL), the Association of Denominational Historical Societies and Cognate Libraries (ADHSCL), the Baptist Historical Society, the Baptist Union of Great Britain, BMS World Mission, the Religious Archives Group, the Committee of College Librarians (University of Oxford) and the Oxford Archivists' Consortium, including attendance at meetings where appropriate and convenient.
- Liaison with the David Nicholls Memorial Trust and composition of an annual report on it.
- Liaison with potential donors of books

#### *Finance*

- Management of budget for library service
- Manage expenditure for the College Library and David Nicholls Collection, and oversee with the Angus Librarian expenditure in Angus Library
- Prepare interim and annual budget expenditure reports for the termly Library and IT Committee
- Work with the Director of Development on appropriate funding applications to outside bodies to support and develop the work of the College Library Service, and management of library specific projects in partnership with College Principal and Fellows

#### *College Library*

##### *Assisted by the Library Assistant*

- Maintaining a lending service for College members; registering new students; adjusting the circulation matrix as necessary; recording overdue fines; dealing with enquiries.
- Manage acquisitions for the College Library in consultation with tutors and students, and for the David Nicholls Collection in consultation with the David Nicholls Memorial Trust
- Assign classification to new acquisitions for College Library and David Nicholls Collection, and cataloguing new acquisitions
- Managing journal subscriptions and maintaining the journal collection

- Library induction for all new students and occasional instruction in locally available electronic resources for others as required, in association with the Library Assistant.
- Planning, oversight and reporting of annual inventory control exercise (stock check) including the maintenance of current missing books list and calculation of book levy for missing books and communication with the Finance Officer.
- Attend Circulation and Cataloguing meetings when possible.
- Attend termly Library and IT Committee meetings.
- Liaison with relevant IT support for library computers.

### *The Angus Library and Archive*

- Managerial oversight of the acquisitions, accessions, cataloguing, circulation and periodicals control activities undertaken by the Angus Librarian.
- Support the Angus Librarian in the day-to-day running of The Angus Library and Archive.
- Liaison with the Archivist in relation to archives policy, donations, management and care in the Angus Library.
- Liaison with the Director of the Centre for Baptist History and Heritage.
- Cataloguing including antiquarian books, retrospective cataloguing of hitherto uncatalogued printed works.
- Planning and mounting of exhibitions in collaboration with the Angus Librarian.
- Providing tours and talks to pre-arranged groups in consultation with the Angus Librarian.
- Management of online presence including website and social media.
- Reporting as required to the Heritage Lottery Fund

## **5. Person Specification**

### *Essential*

- Education to degree level
- Professional library qualification, or evidence of significant progress towards one
- Experience of managing staff
- Experience of managing budgets
- Knowledge and experience of cataloguing according to AACR2/RDA and MARC21
- IT literacy including:
  - an excellent working knowledge of Microsoft Office
  - Excellent information retrieval skills
  - Experience of an automated LMS
  - Experience of automated cataloguing
- Good organisational, communication, and interpersonal skills, including
  - An ability to communicate effectively and confidently with a range of people, including students, Fellows, visiting researchers and staff, and good customer service skills
  - A friendly, co-operative and helpful/approachable manner
  - Responsible, trustworthy, and able to work confidentially
- Ability to work as part of a team

- Flexible approach and accepting of change
- Accuracy and attention to detail

#### *Desirable*

- Experience of working in an academic library and of a College environment
- Experience working in a theological library
- Experience of working with antiquarian books
- Membership of CILIP
- Experience of Aleph and/or Adlib
- Familiarity with the Free Church tradition in Britain and beyond

### **6. Terms and conditions of service**

The post is full-time, for 35 hours a week. The salary is in the range £29,450-£30,957, depending on qualifications and experience. The salaries are reviewed annually for cost of living increase, but there is no scaled increase for this post, as is the case for all appointments in College. The Librarian will be eligible for membership of a contributions pension scheme (OSPS).

The first year is reckoned as probationary, and there will be a review at the end of this period. There is a holiday entitlement to take 25 working days as paid leave, plus Bank Holidays. Some of these days, however, will necessarily have to be taken during the periods of College closure at Christmas and Easter. Some flexibility may be possible in the number and arrangement of hours worked, by agreement with the Principal. Lunch is available free of charge when on duty and when the kitchens are open.

It is hoped that the successful candidate will be able to begin work as soon as possible, depending upon the obligations of existing contracts.

### **7. How to apply**

1. Persons considering applying who would like an informal conversation with the Principal about the position may arrange such a conversation by contacting the Principal's Personal Assistant at [fiona.floate@regents.ox.ac.uk](mailto:fiona.floate@regents.ox.ac.uk).
2. Applications are welcome from all suitably qualified candidates, including women and black and minority ethnic candidates who are under-represented in academic posts in Oxford.
3. There is no separate application form. Those wishing to apply should submit their materials by email. Applications should include:
  1. a covering letter demonstrating your interest in and suitability for the post;
  2. a curriculum vitae, including the names and contact details of three referees.
4. Candidates should ask their three referees to send their letters directly to [fiona.floate@regents.ox.ac.uk](mailto:fiona.floate@regents.ox.ac.uk) before the closing date for applications. It is the responsibility of the candidate to ensure that their references are received on or before the deadline.

5. Candidates will also be asked to complete a copy of an equal opportunities form and to return it with their application. This form is used for monitoring purposes only and will not be seen by any member of the selection committee.
6. The letter and CV, and the Equal Opportunities Monitoring Form, should be sent to the Personal Assistant to the Principal by 12 noon on 27 July 2018 in electronic or hard copy.
7. Interviews will be held in the week beginning 30 July 2018.
8. The starting date for the post will be as soon as possible or 1 October 2018.
9. Please note that the appointment of the successful candidate will be subject to appropriate pre-employment screening. This will include right-to-work, proof of identity, and references.