

Oxford Centre for Islamic Studies

An institution for the advanced study of Islam and the Muslim world



Assistant Librarian

Salary range: £28,750- £33,966 per annum plus benefits

Hours of work: 37.5 hours per week

Location: Marston Road, Oxford OX3 0EE

Applications are invited for the post of a full-time Assistant Librarian at the Centre.

The successful candidate will join a team consisting of a Librarian and two Library Assistants. The primary responsibility of the Assistant Librarian will be to assist the Librarian in developing the collection and services, and in maintaining relationships with the Bodleian and other relevant libraries.

For full particulars please see the job description: <http://www.oxcis.ac.uk/vacancies/>

Please send applications by email to recruitment@oxcis.ac.uk, including a CV, a supporting letter evidencing how you meet the person specification and details of two referees.

The closing date for applications is **Monday, 7 October 2024**. Shortlisted candidates will be interviewed online.

Job Description

Assistant Librarian

Responsible to:	Librarian
Hours of work:	37.5 hours per week. Working hours 9.00am to 5.30pm. Some flexibility will be required at busy periods.
Salary:	In the range of £28,750- £33,966 per annum
Benefits:	35 days leave per annum, including public holidays; Enrolment into OSPS pension scheme; lunches provided during term time (when available); free parking (when available).

MAIN RESPONSIBILITIES

The below outlines the core duties and responsibilities of the post without delivering an exhaustive list. The duties and responsibilities are like to develop and change over time.

Reader Services:

- Dealing with email, phone or front-desk enquiries providing quality reader experience.
- Assisting internal and public access to the Library collections, offering support on a one-to-one basis.
- Carrying out retrieval and re-shelving of requested material
- Participating in and delivering onsite and offsite information services such as induction and information skills training.
- Photocopying and scanning of requested material in line with copyright policy; providing support in e-resources inquiries.
- Collecting and analyzing reader's data in order to support the evaluation of services.
- Participating in relevant activities helping to build partnerships in support of student learning across the University.

Collection management:

- Cataloguing and copy-cataloguing of material in Arabic and Western languages according to RDA/MARC21 standard using Library of Congress classification
- Receiving and processing serials and monographs
- Retrieving reports and statistics from ALMA as requested for related committees and meetings
- Developing and maintaining statistics relevant to the Centre's collection
- Supporting the Librarian in book acquisitions, content selection and overall administration of donations
- Supporting the Librarian in assigned task related to the description, care and security of the Special Collections.

- Participating as required in audit, retention, storage and disposal projects.
- Keeping up to date with the developments of the library management system (ALMA) and all related software (eg. SOLO) and liaise with the relevant departments to ensure smooth day-to-day operations.

Library Management:

- Deputizing for the Librarian in her absence
- Maintaining the Library budget together with the Librarian
- General management of the Library supply material (keeping stock, placing orders, dealing with vendors and shipment companies, budgeting)
- General management of the Library documentation together with the Librarian
- General open-shelf and stack space management
- Assisting the Librarian with the training and supervision of the Library Assistants
- Acting as a Secretary to the termly meetings of the Library Committee
- Participating in a staff rota if required

Outreach:

- Participating in the organization of Library book displays and contributing to the development and implementation of exhibition projects as required
- Collaborating with relevant inhouse and external partners in support of the Library's public activities
- Updating information on the Library website
- Attending Centre functions to promote the Library's interests
- Participating as required in external meetings relevant to the Library's work (MELCom UK, Melibox, etc.)

PERSON SPECIFICATION

Essential:

- Honours degree or equivalent, in a subject area related to Middle East or Islamic studies.
- Excellent standard of oral and written English.
- Good to excellent knowledge of Arabic.
- Excellent IT skills and knowledge of Microsoft Office.
- A good understanding of electronic information resources and digital media.
- Cataloguing experience and knowledge of relevant cataloguing standards (AACR2/MARC/RDA)
- Knowledge and experience with library management systems
- Previous experience of at least 3 years in a paid position in an academic library.
- Accuracy and attention to detail.
- Excellent interpersonal skills.
- Ability to work independently and to collaborate as part of a team.
- Ability to manage time effectively and prioritize the most important tasks.

- A readiness to participate in the wider intellectual and social life of the Centre.

Desirable:

- Experience in writing reports
- Knowledge of the educational and informational infrastructure related to the field of Islamic Studies in the UK and Oxford in particular.
- Knowledge of Persian and/or Urdu.
- Knowledge of Data Protection legislation and understanding of Information Security.
- Experience with managing budgets.
- Interest and experience in managing Special Collections, including manuscripts, early printed books and archival material.
- A professional qualification in librarianship or information science.

Background to the Oxford Centre for Islamic Studies

About the Centre

The Oxford Centre for Islamic Studies is incorporated by Royal Charter and is registered as a charity (number 293072). HM The King is the Patron of the Centre. The Centre was founded in 1985 with the aim of encouraging a better understanding of Islam and contemporary Muslim societies through learning and scholarship. To this end, the Centre supports students and post-doctoral researchers, hosts lectures and seminars, and maintains a well-equipped library. The Centre's website provides full details of the Centre's work at www.oxcis.ac.uk.

The Centre's Building

The Centre occupies purpose-built premises in Marston Road, Oxford. This building combines on a single site the academic, social, and residential functions of the Centre, and is a physical symbol of partnership, toleration, and friendship between the Islamic and Western worlds of learning. The Centre's premises, which combine traditional Oxford and Islamic architectural styles, occupy a 3.25 acre site in the Marston Road. The premises provide the Centre with accommodation for up to 66 scholars and Visiting Fellows, a dining hall, a mosque, an auditorium, beautifully landscaped gardens and quadrangles, and teaching and seminar rooms.

Working at the Centre

This is an exciting time for the Oxford Centre for Islamic Studies, and a great time to join our team. We are expanding and this is an excellent opportunity to contribute to a significant new development in Oxford academic life.

Right to Work in the United Kingdom

The Immigration, Asylum and nationality Act 2006 makes it a criminal offence for employers to engage someone who is not entitled to work in the UK. Applicants will therefore be asked to provide proof of their right to work in the UK before employment can commence. Please note that original documents will be required. Where such documents are not in English, a certified translation is necessary. Please do not include these documents with your application. A request for the relevant information will be made at a later stage.

Equality and Diversity

The Centre is committed to the principle and practice of equality of opportunity. The Centre seeks to ensure that all candidates are treated fairly and that selection is based on individual merit and relevant selection criteria.