



Oxford Centre for Islamic Studies

Librarian

The Oxford Centre for Islamic Studies, an institution for the advanced study of Islam and the Muslim world, incorporated by Royal Charter, seeks to recruit a full-time Librarian to lead the Library in the next stage of its development.

The Library lies at the heart of the Centre's academic life. It boasts a collection of over 36,000 catalogued volumes on a wide range of subjects relating to Islam and the Muslim world (including extensive sections on Central Asia, the Middle East, South Asia, and South-East Asia), with topics ranging from law and theology to Muslims in Europe. In addition to its reading rooms and special collections, the library also houses over five hundred manuscripts and other unique works in a purpose-built Rare Books Room.

The Librarian will lead the team in developing the Library's services, continuing to build its collection and meeting the needs of Centre Fellows, students and external readers. The Librarian is an active participant in the academic life of the Centre, participating in seminars and events as well as helping organise the annual Library lecture. The Librarian also participates in workshops held for the Bodleian Subject Librarians and collaborates with colleagues in the Bodleian, college libraries, and professional bodies.

Applicants will have a specialist interest in the study and knowledge of Islam or the Muslim world, as well as knowledge of at least one non-Western language.

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

Applications should be in the form of a covering letter and current CV, including the names and full contact details of two referees and should be e-mailed to Hr.Officer@oxcis.ac.uk

The closing date for applications is **10th December 2021**.

Application Process

Applications, which should include a CV and cover letter, should be emailed to Hr.officer@oxcis.ac.uk. Please ensure that you provide information which demonstrates how your skills and experience match the selection criteria for the post.

The closing date for applications for this post is **10th December 2021**.

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 selection criteria relevant to the post.

Hours of Work

The post is full-time. The notional hours of work are from 9.00am to 5.30pm, Monday to Friday, with a one-hour break for lunch.

Person Specification

Please see Job Description below.

Salary

The post-holder will be paid between £36,382 and £46,042 per year. The salary will be reviewed annually, usually in August. There will be a six-month probationary period.

Holiday

The post-holder will be entitled to 27 days paid leave per annum excluding public holidays. S/he will normally be entitled to the usual public holidays as leave, although the Centre has the right to require him/her to carry out duties on a normal public holiday; if so, you will be entitled to compensatory time off in lieu taken at a time mutually convenient to the post-holder and the Centre.

Benefits

A pension (USS) is available, to which the Centre and the employee contribute. The post-holder will be a member of the Senior Common Room. Free lunches are provided when served.

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.

Background

About the Centre

The Oxford Centre for Islamic Studies is incorporated by Royal Charter. It is registered as a charity (number 293072). The Patron of the Centre is HRH the Prince of Wales. 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 Premises

The Oxford Centre for Islamic Studies is based in purpose-built premises in Oxford. This building combines on a single site the academic, social, and residential functions of the Centre, and is a physical symbol of partnership, tolerance, 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 on the Marston Road.

The Library

The Library holds a substantial collection of materials on a comprehensive range of topics relating to Islam and the Islamic world. At present most of the Library's holdings are in print format, but the Library has also acquired digitised versions of various collections of Arabic manuscripts. As well as its collection of monographs, the Library maintains a wide variety of scholarly journals, magazines and newspapers for consultation. The primary subject areas covered are: classical Islamic sciences (especially Tafsir, Hadith, Fiqh, Kalam and Sufism), contemporary Islamic studies, Muslims in the West, and modern Muslim thinkers. Several languages are represented, including Arabic, Persian, Urdu, Malay, Turkish, English and other European languages.

The collection now stands at over 36,000 catalogued volumes, with a further approximately 10,000 books, remaining to be catalogued and entered in the Bodleian's University-wide integrated library system. The Library's collection is reference-only. It is fully searchable on SOLO (location code 'ISL'). (The Library may be used by members of the University of Oxford and others, by applying to the Librarian for a reader card.)

Reading Rooms

The collection is housed over the Upper and Lower Reading Rooms, accessible from the ground floor of the Centre. There are 32 private reading spaces arranged as carrels, and an additional 12 seats in shared reading spaces on the second floor. See the Centre website for further information; <https://www.oxcis.ac.uk/the-kuwait-library>

The library's third reading room, the Special Collections Reading Room, is situated in the lower ground floor and currently houses two private collections. It is equipped with individual desks and chairs to allow readers to browse and consult the books in situ.

Rare Books Room

There is a purpose-built Rare Books Room which houses over 400 manuscripts and 2,500 digitised copies of manuscripts from various collections.

Common Room and Lockers

There is a comfortable Common Room where readers can enjoy tea and coffee provided by the Centre.

The lower ground floor has 32 secure lockers for the storage of personal belongings.

The Library Staff

The Librarian will lead an energetic Library team. This includes an Assistant Librarian, a Senior Library Assistant and a Library Assistant. There is an additional Library Assistant working separately on an Urdu cataloguing project.

Working at the Centre

As we are expanding, this is an excellent opportunity to contribute to a significant new development in the Centre's academic life, and an exciting time to join our team.

JOB DESCRIPTION			
Job Title	Librarian		
Reports to	Director and Fellow Librarian	Job Status	'Full time'
Passport/visa and/or nationality requirements	Applicants will be asked to provide proof of their right to work in the UK before employment can commence.		
Role and Responsibilities			
<ul style="list-style-type: none"> • Maintaining and developing the general collections in all subjects related to Islam and the Islamic world. • Providing a rapid, flexible, and responsive library service to members of the Centre. • Providing training to library users through induction sessions and in response to enquiries and requests for help, making good use of all channels of communication including social media. • Managing and participating in all day-to-day library tasks: ordering and acquisitions, periodical registration, cataloguing in English, European and non-Western languages (full RDA MARC records) and classification (Library of Congress), circulation, answering enquiries, supervision of readers, stock security. • Monitoring developments in electronic resources. • Liaising with the University Library Services and the Centre's IT department regarding SOLO and future developments in cataloguing and online catalogues and resources. • Taking responsibility for the care and conservation of all the library's holdings, including manuscripts and early printed books. • Liaising with the OCC (Oxford Conservation Consortium), specialists in the conservation of manuscripts, to which the Centre subscribes. • Recruiting, training, and managing library and archives staff, and monitoring their development and welfare. • Carrying out annual staff appraisals, identifying training needs and promoting continuing professional development across the team. • Attending and taking minutes of the Acquisitions Committee and attending the Library Management Committee and the Archives Committee. • Attending external Library Committees with Islamic and/or Middle East focus, including CLiPSOS (Committee for Library Provision and Strategy for Oriental Studies) in the Bodleian Libraries; MELCOM (Middle East Libraries Committee) for the UK; MELIBOX (Middle East Libraries in Oxford) • Management of Library budget including the Library's credit card, and signing off on all expenses. Liaising with the Finance department on all matters of Library finance. • Bringing to the Library and Archives Committees all significant questions of library policy as they arise. • Organizing an annual library lecture, as well as occasional exhibitions and talks related to the Special Collections of the Library. • Preparing external funding applications, subject to the Centre's approval procedure, for special acquisitions and conservation projects. • Attending Centre functions to promote the Library's interests and to maintain good relations with donors and alumni. 			

	Essential	Desirable	Assessment stage
Skills and Knowledge	<ul style="list-style-type: none"> • Very good experience and knowledge of library management systems and cataloguing using AACR2/MARC/RDA. • Excellent ICT skills and knowledge of Microsoft Office. • Excellent communication skills especially in liaising with departmental academic staff, IT staff, external organisations and book suppliers. • A good understanding of electronic information resources and digital media. • Ability to lead and manage a small team and manage a budget at a time of considerable change in the Library and Archive world. • Fluent knowledge of English. • Good knowledge of classical Arabic. • A readiness to participate in the wider intellectual and social life of the Centre. 	<ul style="list-style-type: none"> • Postgraduate research qualification. • Good knowledge of one or more European languages. • Knowledge of Persian and/or Urdu. 	Application, interview
Experience	<ul style="list-style-type: none"> • Extensive library experience, preferably in an academic library. • Experience in writing reports and drafting policies. • Experience and interest in Islamic studies and in the study of Muslims in a global context. • Initiative, energy and enthusiasm and ability to maintain attention to detail while keeping an eye on the long-term strategic view. 	<ul style="list-style-type: none"> • Interest and experience in managing Special Collections, including manuscripts, early printed books and archival material. • Experience in managing projects including fundraising 	Application, interview
Qualifications	<ul style="list-style-type: none"> • A good honours degree or equivalent, preferably in a subject area related to Middle East and Islamic studies. • A professional qualification in librarianship or information science. 		Application