National College
of Art & Design

A Recognised College of
University College Dublin

Job Description

School/Unit	The Edward Murphy Library
Post Title & Subject Area	Assistant Librarian
Post Duration	Full-time, permanent *Evening work is required*
Grade V1	Assistant Librarian I
Reports to	Head Librarian

Position Summary

The National College of Art and Design is Ireland's leading provider of art and design education for art practitioners and for teachers of art.

The Edward Murphy Library supports the College's academic mission through the provision of information, training, facilities and resources for students and staff of the College. The Library is of significant national importance for the study and research of art and design, especially relating to the 20th century and contemporary periods. The Library houses the largest collection in Ireland of books, exhibition catalogues and magazines on art, design, photography and relevant subjects.

The Library collection is international in scope and coverage, informed by sustained bibliographic research. The collection of hard copy material is supplemented by online scholarly resources including indexing databases, e-journals and digital image libraries, available on campus and remotely via OpenAthens.

The library is the central hub for scholarly information resources and the primary point of access to knowledge for members of the College community. The library maintains a high profile within the College and is regarded as a neutral space where students are encouraged to explore a very broad range of interests and to develop their research skills.

The Assistant Librarian (AL) plays an integral role in delivering an excellent service and experience to all Library users. The AL is responsible for systems development and administration and communication with library members. The role is central to the development and delivery of a range of user education services for staff and students at all levels of study. The AL is actively engaged in the provision of information on collections and service developments that support teaching and learning throughout the College.

Salary:
Assistant Librarian (Staff Officer Grade V1): €46,771 - €57,157 per annum
Appointment will be made on appropriate scale and in accordance with the Department of Finance guidelines.

Principal Duties and Responsibilities

- To support the Head Librarian in the strategic planning and development of library services;
- To manage the relationship with key systems providers including the Library Management System and other licensed online resources;
- To train and supervise library staff in the use of the Library Management System;
- To oversee the registration, cataloguing and processing of new acquisitions using MARC21 and including some original cataloguing;
- To oversee and guide the work of library subsections: the Learning Centre and the Visual Resources Centre;

- To design and implement an active and varied programme of user education for students at all levels and in response to academic departmental requirements;
- To research new library systems and online resources and assist with their implementation, if agreed;
- To research new methods of information communication in a library environment;
- To guide the development of the library webpages;
- To work with the IT Support service on system implementation, quality control and the library's IT requirements;
- To undertake research into the establishment of an institutional repository and implement, if agreed;
- To identify, gather and analyse relevant data in order to inform service development and enhancement;
- To coordinate the work of library liaisons and act as liaison to one of four academic Schools;
- To represent the library on college committees and at other meetings where appropriate and provide timely feedback;
- To observe fire and safety regulations in the area at all times;
- Undertake such duties as may be assigned from time to time, consistent with the grade of the post and at the discretion of the Head Librarian.

Selection Criteria

Selection criteria outline the qualifications, skills, knowledge and/or experience that the successful candidate would need to demonstrate for successful discharge of the responsibilities of the post. Applications will be assessed on the basis of how well candidates satisfy these criteria.

Mandatory

- A recognised post graduate qualification in Library and Information Studies.
- A minimum of 3 years continuous post-qualification experience at Senior Library Assistant or Assistant Librarian level in an academic and customer-facing library service.
- Direct experience of administering a library management system.
- Experience of cataloguing print and audio-visual resources using MARC 21.
- Excellent information and web skills and significant work-based experience of using a wide range of technologies.
- Excellent presentation skills and a keen interest in working with library users in a learning environment.
- Experience in training/teaching small or large groups of library users in information literacy skills.
- Experience of managing and developing staff.
- Proven experience of research techniques in an academic or specialist environment.
- A demonstrable knowledge of and interest in contemporary art.
- Flexible, collaborative and co-operative attitude.
- Evidence of administrative and reporting skills.

Desirable

- A particular interest in library management systems, electronic resources and web development.
- Experience of managing an institutional research repository.
- A proven ability to respond to the research needs of creative practitioners.
- Awareness of learning support initiatives.

Closing date: Receipt of applications by 16 November 2018 to Staffappointments@staff.ncad.ie
Please submit your CV along with the vacancy Application Form which is available from the
NCAD website. www.ncad.ie/about/vacancies