



## JOB DESCRIPTION

<b>Job Title</b>	Assistant Librarian	<b>Duration</b>	Permanent
<b>Division</b>	Collections	<b>Hours/FTE</b>	0.8 FTE
<b>Dept</b>	Research, NAL and Archives	<b>Salary</b>	Band 6
<b>Reports to</b>	Librarian (Resource Sharing)	<b>Direct Reports</b>	No direct reports

### Context

The V&A is the world's leading museum of art and design. Its main library is the National Art Library (NAL), one of the world's foremost art libraries, open to everyone. The Library is responsible for over 900,000 printed and manuscript items, including works collected to exemplify the art and design of the book and publishing. Current acquisitions are around 2,000 books, catalogues etc., 500 subscriptions and a range of full text electronic resources. Holdings also include major bequests of literary and historical books and manuscripts, children's books and the Royal Photographic Society library. The V&A's departmental libraries are included in the catalogue. The NAL also functions as the V&A's curatorial department of the art of the book. The library management system is OCLC's WorldShare Management Services (WMS), and the catalogue is Discovery.

Since its founding, the National Art Library has embraced a spirit of openness, welcoming all users; current users number in excess of 25,000. While serving the museum staff and students is a critical role for the National Art Library, it also supports a diverse array of external users, including students of all kinds, art market professionals, artists, designers and art historians, as well as more general visitors. The library also plays an important role supporting wider V&A programming, contributing exhibitions and displays and serving as a venue for event programming.

In 2021 the NAL and V&A Archives were merged under the V&A Research Institute to create a new department, responsible both for leading and undertaking research and research-led postgraduate programmes, and facilitating and enhancing access to the V&A's archival and library research resources.

### Main Purpose of job

This is one of a number of Assistant Librarian roles whose purpose is support the delivery of services in the National Art Library and associated study facilities. The postholders will support development and care of library holdings and provide access to library holdings to a range of internal and external users. These roles will work across the two main teams in the National Art Library, with some roles supporting the development and documentation of collections and others supporting the delivery of onsite and online services and resource sharing.

The Collection Development roles will work across the Collections and will be expected to have a general interest in the subjects across the Collections, as well as developing a specialist interest. V&A is looking to cover expertise across the collection development team (Senior Librarian, Librarians, Assistant Librarians) in the following areas where the V&A's collections are unique or particularly distinctive:

#### Decorative arts publications relevant to the V&A's collections

Photography and photobooks  
Exhibition catalogues  
Auction catalogues  
V&A publications.

The Systems and Services roles will work across onsite and online services and will be expected to have a strong customer-centred focus. The V&A is looking to cover expertise across the Systems and Services team (Senior Librarian, Librarians, Assistant Librarians) in the following areas:

Data collection and analysis  
Systems management

Enquiry handling  
Group visits  
Resource sharing  
Digitisation

One of the roles in the Assistant Librarian team will have a particular focus on data collection and analysis, supporting senior colleagues in the development of an approach to monitoring and evaluation that can be used to assess the effectiveness of services.

### Key Responsibilities

*This is a generic job description for an Assistant Librarian and it covers all of the roles above. Most of the following responsibilities apply to all roles, although some will have more of a focus on particular aspects than others, depending on the location of the role. The group of Assistant Librarians may rotate around the teams, enabling them to develop their skills across the full spectrum of librarianship.*

Developing and managing the National Art Library and related collections
Developing understanding of and familiarity with, Library and wider Museum collections management processes
Supporting the identification of acquisitions; processing the integration of acquisitions into the collections
Supporting the assessment and selection of donations and offers; reviewing and assessing unprocessed material in the Department
Extending knowledge of collections through day-to-day handling of objects
Developing knowledge of documentation in the department; undertaking cataloguing, documentation and digitisation of collections
Supporting senior colleagues in ensuring library holdings are held safely
Supporting audit, retention, storage and disposal projects
Maintaining and keeping up to date the library management system and other shared databases
Deepening knowledge through the utilization of the collections as a research asset
Demonstrating sound knowledge and some expertise in one of the priority areas listed under main purpose, and enthusiasm for learning from the work of established specialists from within the library team and the wider body of curatorial staff across the V&A
Developing understanding of the range of scholarship in the specialist field
Supporting the provision of information literacy skills and other training, as required
Ensuring access to collections and knowledge and resources related to the V&A's collections is optimized through an array of onsite and online services and facilities
Working under supervision to deal with enquiries; assisting internal and public access to the collections
Participating in onsite information and delivery services, providing quality front-line reader experience and carrying out retrieval and re-shelving of requested material
Contributing to the development of the digital NAL service, including by contributing NAL content to the intranet and V&A website
Establishing and nurturing collaboration and partnerships internally and externally
Supporting partnerships needed to expand users' access to knowledge and resources
Developing programming and outreach, and working with colleagues across the museum to ensure that the NAL plays its part in the educating, enriching and enthralling audiences of all kinds
Participating in the development of library displays and contributing to the NAL's involvement in V&A exhibitions, as required
Collaborating with colleagues in VARI and Learning on the development of their programmes; contributing

content as required
Contributing content to V&A's intranet, website and social media accounts
Contributing to other promotional and outreach activities as required
Evaluating impact, innovating services and generating income
Collecting and analysing data as directed; supporting the delivery of programmes to support the evaluation of services
Understanding museum policies, strategies and priorities and contributing to the development of new policies and plans as required; developing awareness of developments and changes in the wider museum community
Understanding the suite and scope of museum projects and public programmes and contributing as required
Contributing to National and International programmes and partnerships as required
Developing knowledge of potential funding sources and relevant prospects and donors and assisting in the development of funding bids in collaboration with V&A colleagues; supporting the Department's engagement with prospects, donors and other funders
Managing resources and driving change
Playing an active role in the library team, contributing positively to the continual evolution and improvement of services
Monitoring and tracking spending in agreement with line manager
Assisting with the supervision of Apprentices, volunteers and interns to ensure their contribution is focused and recognised
Ensuring familiarity with relevant legislation (Access, health and safety, GDPR, FOI, copyright) and committing to good practice and adherence to V&A policy
Undertaking projects or responsibilities as delegated by senior colleagues which will change from time to time

*The above job description is intended to be an outline of the duties and responsibilities for this role. This is not exhaustive, and it is likely to change over time. You may be expected to undertake other duties that are commensurate with this role*

## PERSON SPECIFICATION

Job Specific	Degree in relevant subject and postgraduate qualification in library/information management, or equivalent experience
	Experience of working in a comparable institution
	Demonstrable interest / knowledge of the subjects covered by the Museum's and the Library's collections
	An interest in improving service experience and library engagement; a creative approach to the utilization of library holdings in engaging ways
	Excellent interpersonal skills and a diplomatic manner; ability to collaborate as part of a team, to progress a variety of projects simultaneously and to work flexibly and calmly under pressure
	Practical and organisational skills: meticulousness, a keen attention to detail in all aspects of work, particularly record keeping; experience of handling materials with care and sensitivity to their physical properties; working efficiently and delivering results in a timely manner
	Demonstrable computer skills and ability to manage information systematically and accurately; a thorough understanding of online collections management systems; experience of and competence in MARC cataloguing
	Knowledge of at least one modern European language (desirable)
Core Skills	Excellent standard of written English and highly numerate with the ability to carry out complex numerical analysis (these can be deleted/overwritten if not relevant)
	Experience of communicating clearly, with the ability to adapt your communication style for different groups
	The ability to use MS Office and other relevant IT systems as appropriate for the role.

Behaviours	Demonstrates flexibility and the ability to manage multiple tasks
	<b>Respects others' expertise, time, perspectives and contribution.</b>
	<b>Takes responsibility</b> for delivering on actions, achieving high-standards and learning from mistakes
	<b>Open to change</b> , new ideas and suggestions; looks for opportunities for improvement and self-development
	<b>Works with others</b> , including outside their own department, in a collaborative, understanding, and engaging way.
Desirable	Actively leads and manages others, taking ownership of corporate decisions and role models positive behaviours.