

HEREFORD CATHEDRAL

Job Description

Job Title: Cathedral Librarian

Main Purpose of Job: To advise the Chapter on the care of all historic Library items, including Mappa Mundi, the Chained Library, and any other books in the care of the Cathedral, and to maintain and develop the work of the Reference and Lending Library.

Relationships

Responsible to: The Canon Chancellor

Responsible for: Library and Exhibition staff and volunteers (but not the Archivist)

Liaison with: Canon Chancellor

Main Tasks of Job:

1. To ensure proper procedures are in place for maintaining the security of the Library and Exhibition at all times, having responsibility for ensuring the opening and closing of the Exhibition and Library reading room at the advertised times (which are to be reviewed); to arrange for the effective supervision of all persons using the reading room.
2. To attend, or ensure attention by the appropriate person, to enquiries, either in person, writing or by telephone or internet, from all who seek to make use of the resources of the Library.
3. To be responsible for the work of all Library staff and volunteers in the Upper Library, including the Library and Archives Assistant, and the Cataloguer. To work jointly with the Archivist. To have general oversight of the work of staff and volunteers in the Exhibition, the day to day rotas being delegated to other staff.
4. To be responsible for the application of the Cathedral's health and safety policies in the Library and Exhibition.
5. To ensure that day to day environmental conditions and security of all the Library and Archive collections and Mappa Mundi are monitored effectively, to report immediately to the Administrator any requirements for repair within the Library and Exhibition and work with him or her to provide a proper process for maintenance of security and environmental conditions.

6. To be responsible for the efficient administration of the Library and Exhibition, including advising on the purchase of new equipment, cataloguing, storage, and the issue and retrieval of borrowed books, and ensuring compliance with copyright legislation and locally agreed policy.
7. In consultation with the Chancellor, to purchase new books and to consider de-accessioning when appropriate.
8. In consultation with the Chancellor, and in partnership as appropriate with the Archivist and/or Education Officer, to work as a member of the team to plan and deliver complementary exhibitions, special events and training opportunities.
9. To provide interpretation of the collections. This will be to varying groups at all levels: visiting scholars, visiting schools and other interested groups and individuals, including volunteer guides, through lectures, exhibitions, educational material and contributions to publications. Consultation and co-operation with the Education Officer and Archivist will be essential on many of these occasions.
10. To co-operate with the Cathedral's Head of Communications and Marketing, keeping the Library pages of the Cathedral website up to date and encouraging appropriate publicity for events and news.
11. To encourage partnership with academic institutions for ongoing research.
12. To co-operate within the Diocese and region with a view to developing the modern library as a useful theological resource.
13. To attend meetings within the Cathedral and Diocese and elsewhere as appropriate.
14. To act as Secretary to the Library Advisory Committee and the Roger Mynors Book Fund Committee and to provide annual reports to these bodies.

The above is not an exhaustive list of duties, and you will be expected to perform different tasks necessitated by the Cathedral's continually changing and developing role and ministry.