



EXETER COLLEGE, OXFORD

Deputy Librarian

Within a range £35,681 – £41,636 per annum

Further Particulars

Introduction

Exeter College was founded in 1314 and is one of the oldest colleges in Oxford. It is located on the corner of Broad Street and Turl Street in the heart of the city. In March 2017 the College opened its "third quadrangle" in Walton Street, a few minutes' walk away from the historic Turl Street site, which provides substantial lecture, seminar, and meeting room and social space, along with academic offices and student accommodation. The working environment is very congenial and Exeter has a reputation for being small, friendly, and maintaining consistently high academic standards.

The College is governed by a Rector and c. 60 Fellows, and has around 360 undergraduate students, 26 visiting undergraduate students, and 260 students engaged in postgraduate studies.

About the Library

Exeter College Library comprises a busy, student lending library of c. 40,000 volumes at its central Oxford site, and a purpose-built library in Jericho housing the college's extensive special collections and archive. The College Library is at the heart of the academic life of the college.

Purpose and Objectives of the Post

The postholder will report to the College Librarian, and will assist them in managing and developing the College Library, to provide a high-quality service for all members of Exeter College. The postholder will take particular responsibility for the efficient management of reader services in the newly-refurbished Jackson Library.

In addition, they will assist the College Librarian in managing the library's special collections as required, and deputise for the College Librarian in her absence.

The postholder will primarily be based at the College Library at our Turl Street site in Central Oxford, but on occasion will be required to work at our Special Collections Library in Jericho; they must, therefore, be able and willing to travel between sites as necessary.

Candidates should note that the work involves regularly using ladders, and lifting and carrying boxes.

Principal Responsibilities

1. Development and management of reader services, including staff and user education. This will include planning and delivery of user inductions, staffing the enquiry desk and dealing with reader enquiries in a friendly and professional manner. Involvement in the evaluation of library services.
2. Ensuring that Library users with special library requirements are accommodated, including liaising with the academic office where appropriate.
3. Planning and carrying out (with assistance from Library Assistants) the remainder of the library's project to reclassify from Bliss to Library of Congress.

4. Management of all aspects of circulation and loans, including training other staff, dealing with overdue and lost material and fines, obtaining statistics, and producing periodic reports. Management of the circulation module and the self-service borrowing system.
5. Administration of all Library security, and management of the RFID security system (D-Tech), including liaison with outside contractors.
6. Monitoring all Library electronic equipment and providing staff/user training
7. Cataloguing, classifying and indexing modern library materials to specified standards (AACR2, MARC, RDA). Cataloguing post-1850 special collections' material.
8. Processing of acquisitions and donations, and training Library Assistants and casual helpers to do this.
9. Managing the annual stock-take.
10. Development and maintenance of the content of the Library website. Liaising with the Communications Team to promote the library via social media and other channels.
11. Manage the recruitment, training and supervision of Library Assistants and any temporary project staff.
12. Take responsibility for the smooth running of the Library buildings, including appropriate signage, maintaining tidiness, reporting building faults, ensuring library rules are observed.
13. Take a proactive role in identifying and implementing projects which will improve the library service. Also sharing best practice to develop processes and services.
14. To participate in the College's sustainability initiatives, and to bring to the attention of your manager any opportunities to reduce or eliminate any harmful environmental effects of the College's operations.

In addition, the postholder will support the College Librarian as follows:

1. Supply data and reports for the College Librarian on a variety of library issues.
2. Assist with identifying and purchasing new stock, both print and electronic.
3. Assist with developing the Library collections.
4. Assist in exercises to rationalize, move and dispose of Library stock.
5. Assist with archive and antiquarian researchers, including invigilation.
6. Assist in supporting the promotion, preservation and use of Exeter's special collections of medieval manuscripts, early printed books and later specialist materials, for teaching and research.
7. Assist with collaborative activities in College, for example with the Development Office.

The above is not an exhaustive description, and other requirements may emerge as necessitated by changing roles within Exeter College, and its overall objectives.

The postholder will also be expected to carry out such other duties as the College Librarian may from time to time request, commensurate with the level and responsibilities of the post. The duties listed above may be varied from time to time without changing the essential character of the post.

Further Details

Department: College Library

Responsible to: College Librarian

Responsible for: day-to-day oversight of Library Assistants and casual helpers

Liaison with:	The Collegiate body (including senior Officers, as required) and external stakeholders.
Probation:	The initial appointment is subject to a probationary period of 6 months.
Notice period:	One month
Salary:	within a range £35,681 to £41,636 per annum (Grade 6), depending on qualifications and experience.
Pension:	The postholder will be automatically enrolled in the Universities Superannuation Scheme (USS) unless they elect not to join.
Hours of work:	Full Time (36.5 hours per week) The postholder will be expected to work such hours as are reasonably required to carry out their duties, to the satisfaction of the College Librarian, including working on Bank Holidays when they fall within Full Term.
Place of work:	The main working location will be the College's Turl Street site in central Oxford; however, regular travel to other sites in Oxford will be required.
Annual Leave:	38 days per annum. This is made up of 25 days, plus 8 public/bank holidays, plus 5 days to be taken during any shut down period (normally Christmas and New Year). The College reserves the right to require the postholder to work on Bank Holidays which fall in Full Term.
Meals:	A free lunch in College is provided for the postholder while on duty, and provided the College's kitchens are open.
Training:	The postholder will be encouraged to attend relevant training offered by the Oxford Learning Institute, Oxford University Computing Services, and Oxford University Library Services.

Equal Opportunities Statement

Exeter College welcomes diversity among its staff, students and visitors, recognising the particular contributions to the achievement of the College's mission which can be made by individuals from a wide range of backgrounds and experiences. Exeter College aims to provide an inclusive environment which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected to assist them in reaching their full potential. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage, civil partnership, pregnancy, or maternity. In all cases, ability to perform the job will be the primary consideration. The College will make such adjustments to the application procedure, workplace and working arrangements as are reasonable to accommodate suitably qualified disabled applicants.

The College's policies on equality and diversity are available from the College's website: <http://www.exeter.ox.ac.uk/equality-and-diversity/>

The prospective employee must be eligible to work in the UK, and the appointment will be subject to provision of proof of the right to work in the UK before employment commences.

How to Apply

The closing date for applications is **12pm (noon) on Friday 14 November 2025**. We anticipate that interviews will take place in Exeter College, Oxford, as soon as possible thereafter.

Applications must include:

- a. A completed application form, to include the names and addresses (including telephone numbers and e-mail addresses) of two referees, one of whom must be the current, or most recent, line manager of the applicant. References may be taken up for shortlisted candidates: if a candidate does not wish for a reference to be taken up at that stage, this wish should be stated clearly in the relevant section of the application form.
- b. A curriculum vitae.
- c. If appropriate, candidates may include a covering letter providing any additional information that they may wish the panel to consider.

Applicants are also asked to complete and return a Recruitment Monitoring form (available from the College website), provided that they are happy to do so.

Candidates are encouraged to submit all application materials by email to vacancies@exeter.ox.ac.uk. If possible, applications should be submitted as one or more PDF file(s).

Informal enquiries about this post are welcome and may be directed in the first instance to the College Librarian (stephanie.wales@exeter.ox.ac.uk). Any such enquiries will be treated in confidence and will not form part of the selection process.

The policy and practice of the College require that entry into employment within the College and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure.

Data protection

All data supplied by applicants will be used only for the purposes of determining their suitability for the post. Information regarding the way we process your 'personal data', as part of the General Data Protection Regulation (GDPR) and Data Protection Act, can be found in the Privacy Policy published on our website at <https://www.exeter.ox.ac.uk/governance/>

PERSON SPECIFICATION

Category	Essential	Desirable
Qualifications	1. Educated to degree standard, or equivalent competence gained through qualifications or relevant professional experience 2. Professional library qualification (completed or in-progress), or equivalent professional experience	
Experience	1. Reader services experience, preferably in an academic library 2. Experience of cataloguing and classification, including use of MARC, AACR2 and RDA 3. Experience of working independently on a collections project within a specified timeframe	1. Experience of supervising staff 2. Experience of working with special collections 3. Experience of planning and managing a collections project
Skills and knowledge	1. Excellent communication skills (written and spoken) in the English language 2. Excellent interpersonal skills, including the ability to work with a wide range of people, and as part of a wider team 3. Strong IT skills including MS Outlook, Word and Excel 4. Proficiency with library management systems and online journals/ databases 5. A proven ability to successfully juggle multiple demands, manage competing deadlines, and remain calm under pressure 6. Excellent attention to detail and high levels of accuracy 7. Ability and willingness to work independently and as part of a team 8. Adaptable and flexible approach to working, and to respond positively to change	1. Working knowledge of ALMA (LMS) 2. Knowledge of another language 3. Working knowledge of Library of Congress Classification
Personal qualities	1. Ability and willingness to move heavy items (e.g. boxes of books), and to regularly climb ladders and stairs	