

Surrey Archaeological Society

Job description

<u>Job title</u>	Librarian in Charge, Abinger Research Centre
<u>Reports to</u>	Honorary Librarian and Archivist
<u>Salary</u>	£26,000 pro rata for a 12-hour week, working 10am-4pm, 2 days/week (with 30 minute lunch break)
<u>Main Purpose</u>	To manage the Society's library with its many & varied resources, providing a service to members and non-members

Duties & responsibilities

Library

- Promote the Society's Research Centre at Abinger
- Maintain the library's online catalogue and liaise with host company when necessary
- Select and order books from specialist publishers or as recommended by Society members
- Manage print journal subscriptions, handle inter library loans and make recommendations for weeding items when necessary
- Deal with research enquiries from members and non-members
- Arrange binding of the library's reference set of Collections at regular intervals
- Encourage volunteers to assist in the library, helping to provide photos, news items, lists of new items etc for the Society's website, Facebook page and other social media, and for the Outreach e-newsletter
- Keep the Library and Research Centre in good running order
- Take minutes at quarterly meetings of the Library and Archives Committee, circulate agenda and minutes by email
- Manage the library budget and claim for personal expenditure monthly
- Keep accurate statistics of library use
- Maintain procedures and update as appropriate

Society Administration

- Be the first point of contact for members, taking care of enquiries received by post, email and phone, and welcoming visitors
- Liaise with the Library and Archives Committee, the Society's remote Financial Administrator and the Outreach Projects Manager
- Communicate invoices received by mail or post to the Financial Administrator for payment
- Collate cheques received and send to the Financial Administrator for banking
- Deal with Publication sales and accept payments by any means

Knowledge and Skills

- Librarianship qualifications
- Experience of working in a library, knowledge of loans, purchasing, cataloguing
- Ability to assist and encourage research, both online and in hard copy
- Experience of IT systems with knowledge of websites, Word and Excel
- Good organisational and communication skills, time management and initiative
- Ability to work without supervision but also happy to be a team member
- Awareness of Data Protection Act and equality & diversity