

## VACANCY INFORMATION PACK



### LIBRARY & ARCHIVE COLLECTIONS ASSISTANT

#### Closing Date:

11pm on Sunday 23<sup>rd</sup> June 2019

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*This section contains important instructions for completing your online application. Please read and then complete your online supporting statement.*

#### OUR MISSION AND VALUES:

At the Science Museum Group, we make it our mission to **Inspire Futures**. Our talented and dedicated colleagues are guided by five values that encapsulate simply what we're all about:

- we **think big**, pushing the limits of what's possible;
- we challenge ourselves to **reveal wonder**;
- we use our passion, expertise and creativity to **share authentic stories**;
- we aim to **ignite curiosity** in our audiences and our colleagues; and
- we take pride in being **open for all**

## **LIBRARY & ARCHIVE COLLECTIONS ASSISTANT**

Department:	Science Museum Library & Archives	Type:	Permanent
Location:	National Collections Centre (NCC), Wroughton	Hours:	17.5 per week (0.5 FTE)
Reports to:	Archive Collections Manager	Salary:	£17,500 - £18,000
Date:	June 2019		per annum (pro rata)

### **ABOUT THE ROLE:**

You will play a critical role in the collection management of the library and archive collections at the NCC, and the delivery of the public services both there and to the Dana Research Centre and Library London. You will answer collections-based enquiries and retrieve and repackage items requested for research use, ensuring that risks to their preservation are minimised and that customer services standards are maintained. Once trained, you will carry out basic cataloguing of archive material and improve existing catalogue records. You will also scan archival material requested by readers or for digitisation, create metadata for images and publish selected images to the Museum's Collections Online web resource.

Working with the Conservation and Collection Care team, you will play an active role in the ongoing reorganisation of the collections, by cleaning, rehousing and re-shelving material within the stores. Although focussed on archives, you will also work with the library's collections.

### **WHAT YOU WILL BE DOING:**

#### **Public services**

- Participating in the delivery of a responsive information service to all users and facilitating efficient retrieval of items used for research or displayed for group visits.
- Helping to prepare and support Wroughton Reading Room activities including invigilation of readers and users
- Providing effective collections-based research enquiry answering service to all users including provision of reproduction services
- Assisting with the production and maintenance of archive and library finding aids ensuring they are in date and fit for purpose.

#### **Collections management and digitisation**

- Taking part in stock maintenance activities, e.g. shelving, shelf tidying and processing to ensure that material is accessible and in good order.
- Carrying out movement of archives and printed material, and storage upgrade work, including rehousing of items, as selected by the manager based upon business plans, readers' requests, conservation requests, museum loan outs and museum loan renewals.

- Carrying out basic cataloguing of archive or library material; updating and maintaining accurate records and up-to-date location changes within the collections databases including Adlib and Mimsy (for Archives) and Koha (for Library material).
- Scanning collections material to SMG standards, creating metadata for images, and where permitted under copyright law, publish images to the Museum's Collections Online web resource.
- Participating in safe management and awareness of hazards within the collections; complying with current H&S regulations, in-house policies and safe working practice.

### **Administration**

- Providing regular progress updates to line manager, including the provision of accurate and timely statistics for work done.
- Assisting in the general administration of the team, to ensure that this is done in an environmentally sound and economical manner.
- Carrying out cash handling and administrative duties relating to payment of archive or library related charges and invoices to agreed museum standards.
- Taking care of your personal health and safety and that of others. Complying with the Science Museum Group Health and Safety Policies, risk assessments and safe systems of work and reporting any health and safety concerns.

## **WHAT YOU BRING TO THE TEAM:**

### **You will definitely ...**

- Have a high level of written English, including a good command of grammar and spelling.
- Have a systematic approach to work planning and programming and a strong attention to detail.
- Be an excellent team player with good communication skills.
- Have experience, paid or voluntary, of working within an archive, library or museum.
- Have experience of using printed and online reference resources.
- Have good customer service skills.
- Have a good standard of IT skills in Word, Excel, internet and email use.

### **It would be good if you ...**

- Have relevant vocational qualifications.
- Have experience of using archive, library or museum management systems, e.g. Adlib.
- Have experience of handling, moving and packing museum objects, archives and printed material.
- Have experience of working in a busy collections storage environment.
- Have some experience using image manipulation software.
- Have an interest in, or willingness to develop knowledge of, the history of science, technology and medicine.

## **ADDITIONAL INFORMATION:**

- This role is subject to a Disclosure Scotland basic criminal record check.

## **WHAT TO INCLUDE IN YOUR SUPPORTING STATEMENT**

**Please answer the following questions in your Supporting Statement:**

1. Please tell us about your paid or voluntary experience of working within an archive, library or museum.
2. Please describe your experience of using printed and online reference resources.
3. Please give an example of when you demonstrated excellent customer service.

If you require assistance to complete your application or would like to inform us of anything we need to take into consideration during our shortlisting process, for example due to a disability, please [contact us by email](#) or by calling 0207 942 4222.

We wish you every success with your application!