



JOB PROFILE

SECTION 1

Job title:	Curator, North American Published Collections
Post number:	1037
Grade:	B
Role group:	Expert/Team Leader
Division:	Collections
Department:	Collections and Curation
Reports to:	Lead Curator, Americas & Australasian Collections
Location:	St Pancras
Date:	5 August 2015

SECTION 2

Job purpose:

1. to develop and manage the Library's printed collections from North America (excluding Mexico).
2. to assist in the development of selection profiles.
3. to monitor the delivery of acquisitions against selection.
4. to promote the North American collections by using innovative and traditional ways of presenting the collection through online resources, engagement with academic and general users, media work, events, exhibitions and the Library's public programme.
5. to make a personal contribution to the Library's research and other strategies based on individual specialist knowledge of the collections and particular field(s) of studies.

Key areas of responsibility

- To develop and manage the Library's print and digital collections from North America (excluding Mexico) from 1850, with a focus on contemporary North American Arts, Humanities and Social Sciences
- To selectively acquire pre-1850 materials in consultation with Western Heritage Collections
- To work with non-English language North American publications in close coordination with colleagues elsewhere in Collections and Curation

- To develop the North American published collections within the broad framework of the Library's Content Strategy, in accordance with changing user needs and in the most cost-effective manner
- To manage the collections, answering enquiries relating to them promptly and efficiently, and monitoring the preservation, conservation and security needs of the collections and recommending any action to be taken
- To assist in the development of selection profiles, monitor quality of delivery against approvals plan, and select material which is not covered by Collection Management or other providers
- To ensure cataloguing of all material selected and to monitor cataloguing by Collection Management
- To manage support staff working on potential future projects and to assist in project management
- Ensuring that staff and volunteers adhere to Personal Use of the Collections policies and take action regarding any contravention
- To continue the active engagement with researchers and other audiences around American Studies, particularly through the work of the Eccles Centre and the Eccles fellowship scheme
- To help to develop innovative ways of exploiting the collections for both academic researchers and a wider audience – for example, through helping to deliver exhibitions, publications, lectures and talks, organising seminars and workshops.
- To maximize engagement with the collections, including on-site use and global use of digitised and digital collections, in collaboration with colleagues as necessary
- To work with colleagues to support and further the Library's overall strategic priorities, for example, in contributing to fund-raising initiatives, strategic communications with our stakeholders or with the media
- To undertake research based on one's personal knowledge of the Library's collections in one's specialist field as a contribution to the Library's research reputation and to help maintain its Independent Research Organisation status with the Arts & Humanities Research Council.

Resources managed

Part of the European and Americas acquisitions budget.

Main tasks

Content development and collection management

- Developing the collections across a broad range of both printed and digital formats, ensuring that selection decisions give best value for money from the acquisitions budget and are in accordance with the Content Strategy and responsive to the changing research and publishing environment
- Devising approval plans for the designated discipline or content area as far as feasible in liaison with Collection Management and external providers, and monitoring selection decisions taken by Collection Management or external providers

- Monitoring cataloguing undertaken by Collection Management and external providers, and cataloguing material selected which is not covered by Collection Management (usually non-current or non-print)
- Answering enquiries relating to these collections promptly and efficiently
- Monitoring the conservation and preservation needs of the collection and assisting in the preparation of bids for in-house and external binding and conservation work
- Checking the security needs of the collections, the appropriateness of their storage areas and access, identifying any potential concerns or threats and helping to frame bids or recommendations to address them
- Helping implement new technologies in collaboration with the Research Engagement, On-Line Services and Digital Curator teams as necessary to make the collection more accessible through on line presence or through digital tools
- Assisting in the project management of programmes of work, liaising with the Research Engagement, On-Line Services and Digital Curator teams as necessary
- Helping to ensure that staff and volunteers have been trained appropriately, i.e. in handling collection items, and are aware of their responsibilities
- Reviewing salvage priorities and ensuring location records are kept up-to-date
- Identifying rare and fragile items and overseeing the production of surrogates.

External engagement, partnership development and digitisation

- Helping to promote and interpret the collections for a variety of audiences (e.g., scholars, librarians and the general public) through exhibitions (physical and online), publications, social media or emerging forms of communication, media interviews, conference papers and talks
- Assisting in the organising of conferences, study days and other events to promote the collections and bring them to a wider audience, in partnership with the Eccles Centre where appropriate.
- Organising and participating in training days and research seminars for students and other users of the collections
- Contributing ideas to and undertaking work on Library digitisation and digital projects
- Supporting external engagement with researchers, funding bodies, and with delivery partners to provide a co-ordinated and responsive approach to the national research agenda and the needs of higher education, in collaboration with the Research Engagement Team
- Helping other parts of the Library to support and further the Library's overall strategic priorities e.g. selecting collection items for display at fund-raising or promotional events, assisting colleagues in answering media enquiries, etc.

Resources management

- Assisting in the management of the acquisitions budget for Americas & Australasian Collections
- Contributing towards directorate Key Performance Indicator activities and directorate performance evaluation

- Looking for 'continuous improvement' opportunities and undertaking projects that encourage continuous improvement in the team and across the Library
- Reviewing, inputting to and implementing feedback from the regular staff surveys
- Reviewing, inputting to and implementing corporate social responsibility activities that contribute positively to the Library's reputation.

Personal and professional development

- Maintaining and developing contacts in American Studies and keeping abreast of new and emerging research trends and methodologies in this field and librarianship
- Producing a personal scholarly or professional contribution based closely on research on the collections
- Participating in the Library's training programme on a regular basis.

Other:

- Expected to demonstrate a willingness to take on a range of tasks and to develop new skills, as appropriate, in own or other departments/Divisions to support the delivery of the Library's services as required by line management.

Minimum requirements (essential)

- First degree level qualification in a relevant subject.
- Experience of promoting research collections to an academic and/or general audience.
- Employment or project experience in a research library or other comparable environment.
- Understanding of the research use of the Library's collections and of current trends in North American publishing.
- A working knowledge of one of the major non-English languages spoken in North America (e.g., Spanish or French).
- Demonstrable ability to work both independently and in a team.
- Excellent oral and written communication skills.
- High level of time-management skills.
- Information technology skills, including web-based skills.

Additional requirements (desirable)

- Professional library qualification or experience of managing library collections in an appropriate institution.
- Knowledge and experience of relevant cataloguing and collection management standards and of current professional debates.
- Project management experience.
- Post-graduate qualification in American Studies or a related discipline.

SECTION 3 – BRITISH LIBRARY COMPETENCIES

Delete **role competency** sets which do not apply to this role

Role Competencies – EXPERT / TEAM LEADER

Identify the role competencies which the Job Holder will be required to demonstrate in order to deliver an effective performance in this role.

Tick all the boxes if all competencies are required for effective performance.

At recruitment, consider which competencies need to be tested as part of the essential and desirable requirements.

	✓
<p>Personal and professional impact Is aware of individual and team strengths / blind spots. Uses these insights to build effective and productive working relationships. Applies insights knowingly, willingly and intelligently for maximum impact.</p>	x
<p>Leading change Effectively leads change and manages organisational transitions. Manages uncertainty and ambiguity. Shows adaptability, flexibility and ownership for delivering results</p>	x
<p>Creativity and innovation Creative and innovative in developing services and products based on the needs of customers, users and different stakeholder groups.</p>	x
<p>Business and commercial acumen Expands the organisation's repertoire of business skills, especially commercial ability and expertise, and is aware of the financial impact and implications of decisions and actions on the part of both self and team</p>	x
<p>Managing and developing people Leads, manages, motivates and develops individuals and teams. Focuses on managing performance to create a high-performance working culture</p>	x
<p>Communicating and influencing Works collaboratively across the organisation to generate, capture and share information and learning. Influences, persuades and promotes the organisation's work internally and externally with a range of stakeholders. Responds credibly to difficult questions, situations and scenarios</p>	x

Professional Competencies

<p>Understanding collection content: Within own specialism, has an understanding of the significance and context of collection items</p>	<p>Is able to see digital formats as complimentary to analogue formats and proactively explores way to research, collect, digitise, and use digital tools to deepen the collection, our understanding of it, and value to the researcher.</p>
<p>Collection interpretation: Applies own expert knowledge of collections and reference tools to respond to request for information? To prepare texts for web/print/exhibition / to undertake research and to disseminate the results of that research / to communicate with users at all levels / to conduct research training</p>	<p>Has evidence of high-quality output in terms of responses to user enquiries, web-pages written, exhibition texts, etc.</p>
<p>Understanding the universe of collection development: Applies own knowledge of the collections and collection development policy to develop the Library's collections</p>	<p>Shows ability to develop the collection in a cost-effective way across a range of formats and tailoring selection to user needs</p>
<p>Understanding information sources and research trends: Has up-to-date knowledge of information sources and research trends and applies knowledge appropriately</p>	<p>Ensures that answers to higher-level of enquiries – either in person or written - reflect that depth of knowledge</p>
<p>Life-cycle collection management: Understands life-cycle collection management issues and uses them to assist in making appropriate collection development decisions</p>	<p>When considering acquisitions takes into account costs of cataloguing and any conservation or preservation implications</p>
<p>Subject/linguistic/bibliographic skills: Displays detailed and comprehensive subject/linguistic/bibliographic etc. knowledge appropriate to the area of work</p>	<p>Has evidence of personal outputs in form of print or e-publications, web-pages, lectures, conference papers, etc. and can demonstrate awareness of bibliographic issues.</p>