

**Assistant Librarian (1.0FTE)
Learning Resources
Fixed Term**

The Glasgow School of Art

The Glasgow School of Art is one of Europe's leading independent university-level institutions for the visual creative disciplines. Our studio-based, specialist, practice-led learning and research draws talented individuals with a shared passion for visual culture and creative production from all over the world.

Originally founded in 1845, today we have 2150 students studying across architecture, design, digital, fine art and history and theory. As we develop new academic programmes and enhance our areas of expertise and inter-disciplinarity, our ambition towards 2018 is to grow our student community in Glasgow by 25%, and continue to grow our research profile and campuses in Singapore and the Scottish Highlands and Islands. Our internationalisation strategy is embedded across our academic programmes and research, connecting the GSA with some of the world's leading universities and specialist higher education institutions.

Recognised by the Scottish Funding Council as an independent, specialist institution the GSA is an important and integral part of Scotland's higher education provision. Working in partnership with universities across Scotland and the UK, our degree programmes are validated by the University of Glasgow. The University of Glasgow has validated our programmes since 1992 and whilst the Senate of the University has ultimate responsibility for the awards, there is maximum delegation to the GSA for its own quality assurance procedures. The School, through its Academic Council, is also responsible for the development, monitoring, evaluation and updating of its academic framework.

Our 185 academic staff, 80% of which are research active, form a strong creative community united in the ambition to see GSA positioned as a global leader in studio based research and teaching, transforming thinking by developing creative approaches with new audiences, locally, nationally and internationally. As one of the UK's largest and most intensive research communities for the visual creative disciplines, GSA's research activity is clustered into the following interdisciplinary themes:

- Architecture, urbanism and the public sphere
- Contemporary art and curating
- Design innovation
- Digital visualisation
- Education in art, design and architecture
- Health and wellbeing
- Material culture
- Sustainability

Moving forward GSA has ambitious plans to develop its research profile further through internal collaboration and new partnerships with National and International Organisations. We recognise the distinctive contribution made by visual creative disciplines within the rapidly growing interdisciplinary research agenda and seek to position GSA as a global leader in this field. This will involve development and mentoring of GSA's own research talent, recruitment of the best new staff, the securing of higher levels of external research funding to support research projects and further growth in the scale and activity of GSA's PhD community.

While we are firmly rooted in Glasgow, one of Europe's leading creative cities, we are international in outlook with one of the UK's highest percentages of international students and one of Scotland's largest percentages of students from the rest of the UK. Over the last five years over £65 million has been invested in our estates including the recently opened Reid Building. Further investment is currently being planned which will create a cohesive creative campus with the iconic Mackintosh Building at its core.

We have a total income of over £30m, and our aim is to cultivate conditions in which the GSA can continue to achieve great things through what we do, with whom we do it and through creative approaches build on our existing strengths and distinctive assets, in order to:

- Achieve excellence and leadership in student-centred studio-based learning
- Engage with new audiences through inter-disciplinary research
- Extend our global reach and creative engagement
- Be a robust and efficient institution – maximising our resources and our potential

The Studio

Our studio-based approach to learning and innovation has particular relevance in the 21st Century. The place of the studio in creating the environment for inter-disciplinarity, peer learning, critical enquiry, experimentation and prototyping can help to address many of the grand challenges confronting society and contemporary business. It provides space to bring disciplines together, exploring problems in new ways to find innovative solutions. Studio is at the heart of our pedagogy, how we work and how we engage with others.

The Library

The Library boasts one of the largest collections on contemporary art, design and architecture in Scotland. The Main Library houses the principal lending collection of some 60,000 books and 2,000 DVDs, alongside 200 journal subscriptions and substantial back-runs. Our Rare Books Collections are visually rich, and are used regularly in workshops and activities. These collections are further supplemented by document delivery and strong relationships with other library services. The Main Library also houses computing facilities, individual study spaces, group study rooms, and printing and photocopying services.

The Library provides a highly student-focused service with the aim of supporting the learning, teaching, research, and leisure needs of the School's undergraduates, postgraduates, researchers and staff. Students and researchers are actively encouraged to suggest titles for purchase, and to co-curate our collections alongside the Librarians.

The Library is part of the Glasgow School of Art Learning Resources department, which also includes archives and collections and learning technology teams.

The Role

Job Title	Assistant Librarian
Location	Library, Learning Resources
Reports to	Academic Liaison Librarian

Purpose

In May 2014 a major fire occurred in the Glasgow School of Art's historic A-listed Mackintosh Building. This resulted in the loss of the School's world-famous Mackintosh Library, which housed large parts of the School's research collections, including 19th century periodicals, illustrated books, 16th-19th century folios, and foundation collections.

We are looking for an energetic and enthusiastic person with previous professional experience and knowledge in supporting research, teaching and learning to join the Academic Liaison team, as an Assistant Librarian at the Glasgow School of Art. This is a fixed term, full-time role to enable the Library to continue to deliver targeted student and staff support while also working to rebuild the collections and spaces damaged in the fire.

This portfolio requires a strong understanding of learning, teaching and research needs related to art, design and architecture. The role focuses on relationship management, promotion of library services and resources, collection management, and research skills development and support.

Principal Accountabilities

The principal duties and responsibilities of the post holder are:

Learning and Teaching

- Education and training of library users from undergraduate to research level, including Library inductions for new students and academic staff, and formal and informal tuition of groups and individuals throughout the academic year
- Providing advice, support and training to library staff as required and contributing to general team development

Academic Liaison

- Formal and informal liaison with academic staff and student representatives to assist in identifying information and service requirements to support departmental learning, teaching and research
- Representing the Library at Student-Staff Consultative Committees, Boards of Study, and other fora
- Responding to information requests and enquiries from students, staff and the public, both in person and by phone, email or social media.

Collection Management

- Selecting new books, journals, databases and other library materials (print and digital) in line with the library's Collection Management Policy
- Deaccessioning resources following discussion and data analysis
- Cataloguing and classifying books to MARC21, RDA and DDC standards

Communication

- Representing the library at external professional groups and networks as required

Any other tasks assigned by the Academic Liaison Librarians that are commensurate with the role

Experience/ Qualifications/Skills

- Postgraduate qualification in a relevant field such as library science or information management
- At least one year's experience working in either a higher education or research library
- Demonstrated knowledge and experience of cataloguing standards and practice
- Demonstrated understanding of and belief in the importance of customer service in a library context. Proven ability to listen to and understand the needs of students, staff and external users. Proven ability to meet and exceed user needs to ensure satisfaction
- Demonstrated ability to effectively plan and self-organise to achieve desired outcomes. Proven ability to be proactive, maintain focus, take action to overcome obstacles, and follow through to completion
- Demonstrated ability to be open, honest and consistent in behaviour. Demonstrated ability to generate confidence in others through professional and ethical behaviour
- Demonstrated ability to effectively communicate with a wide range of people in all situations, both orally and in writing
- Demonstrated ability to work co-operatively with others in a team setting in order to achieve results and team goals
- Demonstrated commitment to diversity and inclusion

Desirable

- Subject expertise in art, design, architecture or allied subjects
- Experience of library management systems
- Ability to capture and apply data to the management of collections

Org Chart

See Appendix

Relationships

Internal

- Academic Liaison Librarians and SCONUL Graduate Trainee
- The wider Library and Learning Resources teams
- Students, researchers and staff at all levels
- Library volunteers

External

- Publishers, booksellers and suppliers
- Professional library groups and networks
- External library members and visitors

Terms & Conditions

Contract:	Fixed term 2 years.
Probationary Period:	It is recognised that there is an inevitable “settling in” period in any post. The probationary period is therefore an opportunity for the employee to fit within the culture of the School. It should be determined during this time whether the job is in line with expectations as expressed in pre-appointment discussions and interview and as set out in the Job description. The probation period for this role is six months full time
Hours of Work:	35 hours per week
Salary:	Grade 5: £26,495 - £30,688 per annum
Holidays:	30 days plus 11 statutory holidays per annum
Pension:	Option to join Local Government Pension Scheme
Notice Period:	One month

