

**Graduate Library Trainee (SCONUL)
Learning Resources
Fixed Term 12 months**

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 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 is part of the School's Learning Resources Department which also includes Archives and Collections, the Computer Centre, and eLearning.

The Library holds one of the leading art, design and architectural collections in the United Kingdom. Having existed since the foundation of the School in 1845, it holds over 60,000 items in the print collections with several thousand e-journals and e-books in the digital library.

The department received national recognition in 2010 when it won the Outstanding Library Team category of the Times Higher Education Leadership and Management Awards.

The Role

Job Title	Graduate Library Trainee
Location	Library
Reports to	Academic Liaison Librarians

Purpose

This post is suitable for graduates wishing to gain practical experience of library work before taking a university course in librarianship, information science or a related subject. It provides an overview of library work in a busy Small Specialist academic library.

The purpose is to support the library team in general, and the academic liaison librarians in particular, in providing an information service to staff and students.

This post operates under the SCONUL Code of Practice. As such, we undertake to:

- provide trainees with an overall view of the library operation, including its relationship with other libraries, so that they can appreciate how different elements within the library are integrated;
- provide work experience in the day-to-day operation of an academic library;
- provide structured training in other areas of the service and/or by participating in a formal internal training programme. Training would include experience of other sections of the Learning Resources department including Archives, Collections and eLearning.

Principal Accountabilities

The principal duties and responsibilities of the post holder are as follows:

- Delivering inductions and workshops to students and other groups
- Dealing with enquiries using the library's print and electronic resources in order to provide an efficient and prompt service to students and staff;
- Assisting the librarians in developing the collection, including the selection of material for purchase and deaccession;
- Cataloguing new material for the library collection, so that all new material is processed quickly and is available for library users;
- Responding to purchase suggestions from students, staff and researchers in a professional and timely manner;
- Participating in the library's Social Media Group and creating content as appropriate;
- Invigilating and assisting students with their use of the library's Special Collections;
- Assisting with general library front of house duties including the issue and return of materials, renewals, re-shelving etc. This could include occasional duties outside of core hours;
- Any other duties commensurate with the grade and nature of the post.

Experience/ Qualifications/Skills

- Educated to undergraduate degree level;
- A demonstrable interest in libraries and information provision and in pursuing this as a career;
- Ability to work quickly and accurately;
- Excellent verbal and presentational skills, and a confidence in speaking to small groups;
- Ability to provide excellent customer service;
- Good level of IT and social media skills;
- Capable of working under own initiative as well as part of a team;
- Ability to work to deadlines and remain calm under pressure;
- Ability to handle and move library materials and an awareness of health and safety issues in a library environment;
- A strong commitment to diversity and equality.

Organisational Chart

See Appendix 1

Relationships

Internal

- Academic Liaison Librarians
- Head of Learning Resources and the wider library team, including volunteers
- Archives and Collections Centre staff
- Staff and students at all levels

External

- External Library members
- Wider professional networks

Terms and Conditions

Contract	Fixed Term 12 months
Probationary Period	It is recognized 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 also be determined during this time whether the job is in line with expectations as expressed in pre-appointment discussions, interview and as set out in the Job Description. The probation period for this role is 6 months.
Salary	Grade 2, £16,766 - £19,202 per annum
Hours	35 hours per week
Holidays	30 days plus 11 statutory holidays per annum
Pension	Option to join the Local Government Superannuation Scheme
Notice Period	1 month

Learning Resources, 13th September 2017

