

Honorary Librarian

Job description

Responsible to:	Trustee Board
Time commitment:	It is estimated that the role will require approximately one day per 3 weeks once the library is in steady state. This may increase slightly as the library collection is brought out of storage into the College's new premises in late 2018.
Duration:	3 years from date of appointment, with the option of renewing for up to a further 2 years by mutual agreement with the trustee board
Location:	The Royal College of Pathologists, 4 th Floor, 21 Prescott Street, London E1 8BB until late 2018, and then 6-8 Alie Street, London E1 8BD

Introduction

The College is a professional membership organisation dedicated to the advancement of the science and practice of pathology. There are currently approximately 11,000 members, all of whom are pathologists based in hospitals, universities and laboratories in the UK and overseas. The College's main tasks are to set and maintain training standards for doctors and scientists, to advise on the appointment of consultants, to ensure the membership is kept up to date with current practice through the continuing professional development scheme, and to promote the latest developments in pathology by holding scientific meetings.

The College's mission is to promote excellence in the practice of pathology and to be responsible for maintaining standards through training, assessments, examinations and professional development. This applies not only to the UK since the College is also a global organisation.

The library collection

The library comprises around 2,800 books which used to be housed in the College's premises at 2 Carlton House Terrace until the property was vacated in February 2015. Currently the collection is being housed in appropriate storage, which included temperature and atmospheric control for certain valuable items. The College is currently constructing new premises in Alie Street which will be available for occupation in quarter 4 of 2018, which will include a dedicated fellows and trainees area incorporating the library.

Main purpose

The honorary librarian is responsible for the care and maintenance of the College's library collection, ensuring that appropriate availability and use is made of the items, and that

occasional displays of the more historic items are presented to users of the College's premises.

Key duties

- Maintenance of an up-to-date digital catalogue, accessible to the fellowship
- Maintenance of the College's library collection
- Recommending possible acquisitions and disposals, receiving new and donated books
- Monitor condition of items, with recommendation for conservation as required
- Recommending arrangements and conditions for use by members and trainees, with the aim of securing use of the library consistent with the security and condition of items
- Answer queries from the fellowship and the public as and when required
- To write an article for the Bulletin periodically

Skills, Qualifications and Experience

- Fellow of the College.
- General familiarity with bibliographical and cataloguing conventions (or a systematic approach to information and the willingness to learn these conventions).
- Computer literate, comfortable with a range of file types, preferably including databases.
- Interested in promoting the use of the library, including finding new ways of doing so.