Medieval Manuscripts Specialist (Grade 7)
Department of Manuscripts and University Archives (Special Collections Division)

This is an exciting opportunity for a highly motivated and proactive individual to work at the heart of one of the world’s major research libraries with an outstanding collection of western medieval manuscripts.

The successful candidate will lead the development of high quality reader-focused services to support scholarship on the manuscripts, promoting them to the research community at local, national and international level. He/she will deal with all aspects of the care and administration of medieval manuscripts and will be outward-looking in developing innovative digital services alongside traditional methods to support the University in its teaching, learning and research and to make the medieval manuscripts accessible to the widest possible audience. He/she will have the necessary skills and enthusiasm to exploit the opportunities created by the Cambridge Digital Library (http://cudl.lib.cam.ac.uk) and to take a leading part in planning and implementing a new on-line catalogue of medieval manuscripts.

Informal enquiries are welcomed by Dr Patrick Zutshi, Keeper of Manuscripts and University Archives (tel: 01223 333149; email: Patrick.Zutshi@lib.cam.ac.uk).

Applications, in the form of a completed CHRIS/6 form, a covering letter, curriculum vitae and contact details for three professional referees should be sent to the University Librarian either by post to Cambridge University Library, West Road, Cambridge CB3 9DR or electronically to Charlotte.Ross@lib.cam.ac.uk (but not both) by 5pm on the closing date.

The Department of Manuscripts and University Archives (Special Collections Division), Cambridge University Library

The role-holder is part of Department of Manuscripts and University Archives in the Library’s Special Collections Division, which is responsible in all respects for the Library’s oldest and most valuable materials, in manuscript, printed and artefact form. The collections have been gradually enriched by gift, purchase and deposit since the Library’s beginnings in the early fifteenth century, and are recognised as one of the world’s great research repositories. Around 75,000 items from the collections are consulted every year in the reading rooms by members of the University and external researchers. With the launch of the Cambridge Digital Library (http://cudl.lib.cam.ac.uk) in 2011, many thousands more are viewed remotely and the Library is committed to
using digital technologies to bring its special collections to diverse audiences around the world.

The role-holder works within a team providing professional support to the activities of the Department under the direction of the Keeper of Manuscripts and University Archives, and is responsible for the medieval western manuscripts (both those owned by the Library and those deposited on long-term loan by the Colleges). This is a major collection of c. 3000 volumes (including c. 1000 early modern manuscripts for which the role-holder is also responsible). It is of great international significance and covers all the main types of medieval book production, with numerous manuscripts of textual or art-historical importance. It includes manuscripts that have been in the University's ownership since the 15th century, as well as more recent purchases or gifts.

The Department of Manuscripts and University Archives currently comprises six professional staff members (including this vacancy), seven full and part-time assistant staff, as well as a number of externally funded research staff working on particular cataloguing projects. The staff of the Department maintain a full reference service, responding to enquiries about the collections, and run the Manuscripts Reading Room to which some 15,000 items are fetched each year for readers. The safe handling and security of the collections are of paramount importance. The Department selects for purchase individual items and collections which fall within its collecting policy, and is responsible for all aspects of the processing of its collections. Catalogue records are compiled to internationally accepted standards.

The person appointed will work under the direction of, and report to, the Keeper of Manuscripts and University Archives. Active participation in the running of the Library as a whole is essential in all officer posts and the person appointed will be expected to contribute to other areas of activity.

**The duties of the Medieval Manuscripts Specialist**

**Reader services**
- Provide high-quality, innovative and reader-focussed services to University and external audiences in matters relating to medieval manuscripts—in the Manuscripts Reading Room and in response to enquiries by telephone, email or letter, including requests for access. Advise on requests for images of medieval manuscripts.
- Select and maintain the collection of reference books in the Manuscripts Reading Room. Includes some recommendation of titles, sending for binding, classification and some withdrawal of out-of-date material. Responsibility for planning the layout of reference books in the Manuscripts Room.

**Curate and catalogue medieval manuscripts in a scholarly context**
- Substantial input into the planning, design and production of a new online catalogue of medieval manuscripts using TEI, to be used for retrospective conversion of printed, typescript and manuscript
describe and for new cataloguing. Prepare online catalogue descriptions of medieval manuscripts.

**Support for digitisation and digital services**
- Substantial input into planning and development of the Cambridge Digital Library, including recommendation of manuscripts for inclusion and provision of descriptive metadata. Liaise with academic and professional colleagues to develop innovative digital projects and services.

**Exhibitions and outreach/public engagement**
- Assist with exhibitions inside and outside the Library. Provide scholarly information for labels and catalogues, advise on suitability of material for exhibition and liaise with conservation departments here and elsewhere in preparing the manuscripts for display. Act where necessary as courier, in Britain or abroad, installing material in the showcase. Participate in the Library's outreach and public engagement activities (e.g. Festival of Ideas, Science Festival, Alumni Weekend, Open Cambridge); contribute regular content to the Library’s webpages (e.g. collection descriptions and guides) and social media presence.

**Teaching and learning support**
- Lead the development of the Library’s provision of support for teaching and learning in the area of manuscript studies, liaising with academic colleagues in the University and, occasionally, external academic staff. Organise and invigilate classes in manuscript studies. Participate in research skills sessions for Library readers, introducing manuscript resources to students and other users.

**Acquisitions, fundraising and development**
- Advise the Keeper of Manuscripts and University Archives on the acquisition of medieval manuscripts by purchase or donation. Support the Librarian’s fundraising initiatives, e.g. through displays of medieval manuscripts for potential and actual benefactors. Formulate funding proposals relating to medieval manuscripts, their purchase, cataloguing, conservation and digitisation; manage resultant projects.

**Conservation**
- Liaise with the Conservation Department of Cambridge University Library concerning all aspects of the repair and housing of medieval manuscripts.

**Networking and liaison**
- Represent the Library at specialist meetings and conferences on medieval manuscripts and manuscript studies.

**College manuscripts**
- Assist the Keeper in maintaining deposited College manuscripts; advise College libraries on the administration of these collections.
**Other duties**

- Carry out any other duties appropriate to the grade of the post as requested by the Keeper of Manuscripts and University Archives, Head of Special Collections, University Librarian or Deputy Librarian

**Person specification**

1. **Education and qualifications:**
   
   A good honours degree [Essential]
   
   A postgraduate degree in a relevant subject area [Desirable]

2. **Specialist knowledge and skills:**
   
   Working knowledge of Latin, Old and Middle English, medieval (and later) French, and occasionally other languages; palaeography, to include medieval charter and book hands; a knowledge of the structure and history of the medieval book, and its proper care and handling, with an understanding of processes of conservation and binding.
   
   Excellent IT skills, in particular familiarity with the different cataloguing systems used in preparing online descriptions of medieval manuscripts (e.g. TEI).
   
   Experience of authoring content for webpages and social media (e.g. blogs).
   
   A knowledge of the principal reference works and research resources for manuscript studies, in printed and digital form.
   
   An understanding of the scholarly world, the history of scholarship, and modern developments in all aspects of the subject is required. The ability to acquire a knowledge of the Library’s own collections, including their history, contents and provenances, and of related collections elsewhere, is also required.

3. **Interpersonal & communication skills:**

   Excellent communication and interpersonal skills. [Essential]
   
   Ability to interact constructively with academic and library staff at all levels. [Essential]

3. **Additional requirements:**

   Commitment to highest possible level of service to [Essential]
users.

An interest in and enthusiasm for the application of digital technologies to manuscript studies.

**Stipend and pension**

The annual stipend for the successful candidate will be determined by the applicant’s experience and qualifications at an appropriate point at Grade 7 on the University’s payscale, £27,854–£36,298 per annum. Membership of the contributory pension scheme, USS, is available.

**Hours of work and leave allowance**

The standard working hours for Officers in the University Library are 37 hours per week. These currently include core working hours of 9:15 am to 12:45 pm, 2:00 pm to 5:30 pm Monday to Friday and either one Saturday morning in four, 9:00 am to 1:00 pm or one full Saturday in eight, 9:00 am to 1:00 pm, 2:00 pm to 5:00 pm. The leave allowance is 41 working days, including those weekdays (e.g. Christmas and Easter) when the Library is completely closed. There is also a requirement to work one evening duty per week until 7:15 pm, or 10:00 pm in Easter term, for which compensatory leave is given.

**Conditions of employment**

This appointment is subject to confirmation on completion of an initial probationary period of 9 months. University Officers are normally required to live within 20 miles of Cambridge city centre.

**Information if you have a disability**

The University’s recruitment and selection procedures follow best practice and the requirements of the Disability Discrimination Act. Fair selection for employment is based on the ability or potential ability of an applicant to carry out the duties of the post and decisions on appointments are based on the merit and suitability of the candidate. If you have a disability you are invited to request any special arrangements you may require for interview, or adjustments you may anticipate would be needed in your working arrangements, at the point of application. However the University recognises that you may prefer to forward this information if and when you are called for interview and you may do so at that stage without prejudice, if you prefer.

**The University as an employer**

The University of Cambridge is committed in its pursuit of academic excellence, equality of opportunity and a pro-active and inclusive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture, and values diversity. The University is therefore committed to a policy and practice which require that entry into employment with the University and progression within employment will be determined only
by personal merit and by the application of criteria which are related to the
duties and conditions of each particular post and the needs of the institution
concerned. No applicant for an appointment in the University, or member of
staff once appointed, will be treated less favourably than another on the
grounds of sex (including gender reassignment), marital or parental status,
race, ethnic or national origin, colour, disability, sexual orientation, religion, or
age. If any employee considers that he or she is suffering from unequal
treatment on any of the above grounds, he or she may make a complaint,
which will be dealt with through the agreed procedures for complaints or
grievances or the procedures for dealing with bullying and harassment, as
appropriate.

FURTHER DETAILS:

Cambridge University Library

The University Library was founded in the early 15th century. Today it is one
of the six legal deposit libraries in the British Isles and is thus entitled to claim
copies of all books, journals, maps and music published in the United
Kingdom and the Republic of Ireland. Its collections, which include over seven
million books, one million maps, rare books from the first European printing
presses to the present day, and a rich variety of manuscript material, range in
age from 3,000 year-old handwritten texts to current electronic articles. It
makes around 20,000 e-journals and over 400 online databases available to
library readers across the University.

Organisationally, the University Library comprises the main University Library
and its affiliated libraries (currently including the African Studies Library; the
Betty and Gordon Moore Library for Physical Sciences, Mathematics and
Technology; the Central Science Library; the Land Economy Library; the Latin
American Studies Library; the Marshall Library (Economics); the Medical
Library; the Seeley Library (History); the Social and Political Sciences Library;
the South Asian Studies Library; the Squire Law Library and the Radzinowicz
Library (Criminology)). The Centre for Applied Educational Technology
(CARET) constitutes an institute within the University Library and forms part of
the Library’s Digital Services Division.

The University Library has a total staff of approximately 380fte of whom
between 65–70 are employed on externally funded projects or grants. The
work of the main University Library is organised into the following Divisions:
Administration, Collection Development and Description, Digital Services,
Reader Services and Special Collections. The Deputy Librarian and a Senior
Under-Librarian head each division. The Librarian, Deputy Librarian, Director
of Digital Services and Senior Under-Librarians together form the Senior
Management Team.

The University Library, with its affiliated libraries, forms one part of the
tripartite system of libraries in Cambridge, the other two parts being the
Faculty and Department libraries and the College libraries.
University of Cambridge

The University of Cambridge is one of the oldest universities in the world, celebrating its 800th anniversary in 2009, and one of the largest in the United Kingdom. It consists of over 150 separate departments, faculties, schools and research centres, and has 31 colleges. At all levels about half of the students at Cambridge study arts and humanities subjects; many of these students have gone on to become prominent figures in the arts, print and broadcast media. The University’s achievements in the sciences can be measured by the sixty or more Nobel Prizes awarded to its members over the years. It employs ca 2800 academic staff and ca 4000 in supporting roles.

The relationship between the University and the 31 Colleges is best understood historically. The University was originally established to examine students and confer degrees. The Colleges were set up as independent, self-governing bodies to teach and house the students. Over time, the University has developed responsibilities for teaching, in the form of lectures, seminars and practical laboratory work and it provides most of the facilities for research of which the University Library is one. Colleges are still responsible for selecting, admitting, and housing all undergraduate students, as well as providing pastoral and tutorial support. Detailed information on the way the University works is online as part of its website at http://www.cam.ac.uk/univ/works/

The University at present has approximately 18,000 full time students, including nearly 12,000 undergraduates and over 6,000 graduates. About 20% of the student body is from overseas, coming from more than one hundred different countries. Like other British universities, the University’s income is derived from a wide variety of public and private sources including grants from government bodies as well as funds from companies and charities for research.