



Job Description

Title: Digital Special Collections Librarian
Contract: Permanent, part time (18 hours per week)
Salary: Up to £36,049 per annum (pro rata)

About Us

We are a world-class visitor attraction and leading science research centre. We use the Museum's unique collections and our unrivalled expertise to tackle the biggest challenges facing the world today. We care for more than 80 million objects spanning billions of years and welcome more than five million visitors annually and 16 million visits to our website.

Today the Museum is more relevant and influential than ever. By attracting people from a range of backgrounds to work for us, we can continue to look at the world with fresh eyes and find new ways of doing things.

We employ 900 staff in a variety of roles, all united by our vision of a future where people and planet thrive. We need everyone to have the passion and drive to help us with our mission to create advocates for our planet and inspire millions to care about the natural world.

This is an exciting time to join the Museum as we have secured investment from the UK Government to build a new science and digitisation centre at Thames Valley Science Park, University of Reading. The purpose-built centre will house much of the Museum's collection and will include laboratories, digitisation suites, collaborative research spaces, conservation labs and workspaces.

Diversity and inclusion matter to us.

Our vision is of a future where both people and the planet thrive. Diversity is one of our core values and we strive to build a workplace where everyone feels a sense of belonging. All new staff who join us learn about the importance of diversity and inclusion to the Museum and how to contribute to creating an inclusive environment.

We know we have more to do, but we are committed to ensuring that everyone who works at the Museum feels they can thrive and feel valued and respected.



Job Summary

To curate, promote, enable access and support innovative engagement with the Library Special Collections and Institutional Museum Archives both physically and digitally. The role will participate in the digital development, initiatives and delivery of the collections to increase accessibility and advancing the digital scholarship capacity of the collections for all researchers to the Library and Archives and drive our commitment to world-class collections and services for research, teaching and learning.

The post holder will join the Library and Archives Special Collections and Archives Division. They will be expected to work closely with the Head of Special Collections and Archives Division and Head of Researcher Services and Digital Delivery Division. This is a job share post and so also requires close liaison with the job share partner who will be working the other 2.5 days of the week, with some handover time.

Main tasks and responsibilities

Collection and Services responsibilities include:

- Assist in the development and appraisal of the Library Special Collections with responsibility for their day-to-day curation
- Contribute to writing grants to support emerging and innovative special collections initiatives
- Assist the Head of Special Collections and Archives Division in developing and delivering collections care and security
- Assist in the development and delivery of the Library and Archives exhibition and exhibition loans programme
- Promote access to and develop a broad knowledge of the Library and Archives Special Collections including public outreach, collection descriptions and metadata enhancements to records
- Coordinate responses to internal and external enquiries on the Special Collections, working with the Reader Services Librarian to develop and maintain enquiry resources and Reading Room services to support use of the collections
- Manage Library and Archive Assistants as required, including recruitment, training, monitoring, development and appraisal and supervise volunteers and placement students as necessary

Digital scholarship and digital initiatives responsibilities of the role:

- Exploit digital tools and develop appropriate platforms to contribute to the development and expansion of sustainable and user focused digital initiatives and services appropriate for the Library and Archives collections and their researchers
- Collaborate closely with LA Collection Managers and their teams to drive forward digital initiatives projects within LA that focus on making LA collections digitally available
- Actively seek opportunities to develop partnerships and collaborations with academic and other Museum departments in digital initiatives that increase and enhance the discovery of, and access to library and archives collections and links to and from related NHM specimen collections

Person Specification

- Essential: Postgraduate qualification in Librarianship, Information Science or Archives Management, or equivalent experience.
- Post-qualification experience of the care of special and archival collections including their conservation and preservation and the development of special collections within a research or academic library.
- An understanding of digital tools and technologies and best practice and approaches and practical experience in the application of these to increasing and enhancing the discovery of and access to and interoperability of library and archives collections.
- Knowledge and experience of ISAD(G) cataloguing standards for archives and/or knowledge and experience of MARC21, RDA, DCRM(B) and LCSH cataloguing standards.
- Demonstrable strong customer service focus and ability to engage with and support users of the collections from interested public to inter-disciplinary researchers.
- Experience of conducting collection-based research in a library and/or archives setting.
- An understanding of different approaches, including the application of new technologies, to promote and provide both physical and digital access to library and/or archives collections.
- Excellent information literacy skills and experience of using Library and/or Archives Management Systems.
- Excellent oral and written communication skills, including the ability to effectively communicate complex information to a variety of audiences.
- Proven ability to work as a member of a team without supervision, to take responsibility, demonstrate initiative, problem-solving skills and motivating others.
- Excellent organisational skills, including the ability to prioritise work, strong attention to detail, and adopt flexible approaches to work when required.

Thriving at the Museum: the way we work

We are proud to work at the Museum and have identified the qualities we all need to embody to reach our shared ambition. This sits alongside the Museum's values and forms the framework for the way we work.



We are ambitious. To make a difference on a global scale we are big and bold in our thinking and set goals which may seem impossibly high. We act with integrity, but we are not rigid or inflexible. We are excellent at what we do and look for opportunities to make a difference for the Museum wherever we can.

We are curious. We never stop learning. We look outwards beyond the Museum and ask questions to advance our understanding. We seek out and actively listen to different perspectives. We take time to reflect, are thoughtful and open to new ideas.

We share the wonder. We are captivated by the natural world, proud of our treasures and trusted guardians of our collections. We are passionate about the Museum, enjoy telling its stories and sharing our knowledge and expertise to inspire others. We don't take this for granted; we feel proud to work here.

We are pioneering. We are not afraid to try something new and use good judgment and evidence to take risks. We experiment, innovate, and embrace complex problems by adapting our approach. We do not dwell on setbacks or get preoccupied with problems. We find solutions.

We team up. We respect the expertise of others and recognise that we produce the strongest outcomes when we put the best ideas together. We trust each other, keep things simple and make it easy for others to do the right thing. We share information and skills so everyone is equipped and enabled to succeed. We never let bad moments grow into bad relationships. We inspire and empower each other to give our best.

We act with pace. We focus our efforts where we know we can make the biggest impact. We take tough decisions and once a plan is set, we all get behind it to make it happen. We take responsibility and don't wait to be told what to do. We are racing against time in this planetary emergency, so we work with a sense of urgency.

General Information

All positions at the Natural History Museum are conditional subject to receipt of:

- Proof that you are legally entitled to work in the UK
- A Basic Disclosure Check from the Disclosures and Barring Service (DBS)
- Satisfactory references covering the last 3 years of your employment or education
- Health clearance

The Museum supports flexible working.

To apply

If that sounds like you, please apply online on the Natural History Museum's careers portal.

Closing date: 23:59, 14 November 2024

Interviews expected: 21 and 22 November 2024

