



**THE UNIVERSITY OF THE WEST INDIES
CAVE HILL CAMPUS**

APPLICATION PACK

**SPECIAL COLLECTIONS LIBRARIAN
SCLIB 09/23**

Contents:

1. Notes including application procedure
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**NB: The application form is available on our website:
<http://www.cavehill.uwi.edu/hr/careers.aspx>**

NOTES – please read carefully before completing the application form

Thank you for your enquiry regarding a post at The University of the West Indies, Cave Hill Campus.

Application procedure:

Should you wish to apply for this position, please send a detailed application giving full particulars of qualifications and experience, biodata and the names and addresses of three references to:

The Assistant Registrar (Human Resources), The University of the West Indies, Cave Hill Campus, P.O. Box 64, Bridgetown BB11000, Barbados.

Only signed and completed applications will be considered. A complete application includes;

- a. Three (3) referee reports.
- b. Supporting documents
 - i. Transcripts send to us directly from degree granting institutions;
 - ii. Updated Curriculum vitae;
 - iii. Lists of publications (where necessary).

Any application that is incomplete after the deadline will not be considered.

For an informal discussion of the post please contact The Human Resources Section by email, humanresources@cavehill.uwi.edu.

We will inform you of the outcome of your application as soon as possible.



**THE UNIVERSITY OF THE WEST INDIES
CAVE HILL CAMPUS, BARBADOS**

**ADVERTISEMENT FOR THE POST OF
SPECIAL COLLECTIONS LIBRARIAN**

The University of the West Indies is the #1 ranked accredited Caribbean university and has maintained its excellent position within the top 1% of Latin America's finest. The Cave Hill Campus is a diverse academic community with more than 50 different nationalities represented.

The University of the West Indies announces a vacancy for a Special Collections Librarian to be part of a team of dynamic academic librarians committed to the development of library services and to the efficient workflow across departments. The Special Collections librarian will oversee the organization of archives manuscripts, rare books and ephemera. Emphasis will be given to expanding access to special collections through digitization projects.

To be considered for appointment candidates are required to have:

- A Master's Degree in Library/Information Science or other relevant area of studies, including coursework in archival administration, collection management, preservation administration, and/or conservation. A second advanced degree in history, Caribbean or Heritage studies, language and literature or other relevant fields is preferred.
- Knowledge of primary source pedagogy and sound understanding and appreciation for teaching learning research and outreach.
- A minimum of six years library experience, including staff supervision and budget management, and at least three years working in special collections.
- Experience in developing and organizing digital and print collections and in cataloguing rare and special collection items. A working knowledge with MARC, LCSH, and other relevant standards.

The successful applicant will be expected to assume duties by January 2, 2024 or as soon as possible afterwards.

Detailed applications giving full particulars of qualifications and experience, biographical data and the names, addresses (including email) and telephone numbers of three (3) referees (**one of whom should be from your present organization**) should be sent as soon as possible to **The Assistant Registrar, Human Resources, The University of the West Indies, P.O. Box 64, Bridgetown, Barbados.** Email: humanresources@cavehill.uwi.edu. The Application Pack is available from our website: www.cavehill.uwi.edu/hr/careers.aspx. **To expedite the appointment procedure, applicants are advised to request their referees to send references under confidential cover directly to the Assistant Registrar, Human Resources.**

The deadline for the receipt of applications is **September 30, 2023.**



**THE UNIVERSITY OF THE WEST INDIES
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**FURTHER PARTICULARS FOR THE POST OF
SPECIAL COLLECTIONS LIBRARIAN
SIDNEY MARTIN LIBRARY**

The mission of the UWI Libraries is "to be the gateway to unique Caribbean content as we advance learning and knowledge creation." Within this context, the library is looking to expand online access to its resources through digitization of resources and the development of an information portal to facilitate storage and access to Caribbean material by regional and international researchers. The libraries are currently operating within the new strategic plan 2022 to 2027 themed on the "Revenue Revolution."

The librarians at the UWI Cave Hill Campus provide information literacy training and research support, manage print and digital collections, and maintain a variety of intellectual engagement spaces within library facilities.

The library units are:

1. The Elizabeth Watson Audio Visual Unit (EWAU) houses papers and over 10,000 audio-visual items (including unique music and radio program recordings produced in the West Indies). The collection includes tapes from the West Indian Commission as well as the audio and printed material from the Olga Lopes-Seale archives (glifos.cavehill.uwi.edu/ols).
2. The CLR James Cricket Research Centre Library (CRCL) is one of only a handful of libraries in the world collecting cricket memorabilia, books, and papers -- with a special emphasis on the West Indies.
3. The Faculty of Medical Sciences Library (FMSL) is located in the Clinical Skills Building, next to the Queen Elizabeth Hospital and serves students, faculty, and hospital staff.
4. The Audine Wilkinson Library is an important and integral part of the Sir Arthur Lewis Institute of Social & Economic Studies (SALISES). It was established in 1964 to support the research activities of the Institute's researchers but has expanded over the years to support graduate and post-graduate students on the campus especially those in the Faculty of Social Sciences. Outside researchers are also permitted to use the library. The publications in the library focus primarily on small developing countries, especially the Eastern Caribbean. There are three branches of SALISES: Mona (Jamaica); St. Augustine (Trinidad & Tobago) and Cave Hill (Barbados).
5. The Faculty of Law Library is centrally located within the Faculty of Law. With modern facilities which include collaborative learning spaces and a rapidly developing collection of West Indian and other Commonwealth legal materials, it is considered the premier law library in the Commonwealth Caribbean. The Faculty of Law Library has provided access to several international legal databases and over the years has developed its own legal resources - including CARILAW, an online collection of Caribbean judgments.
6. **The Sidney Martin Library (SML)** occupies a three storey building that houses a 24/7 study room, a computer training lab, 450 seats in various reading areas, and event spaces used for student and community engagement. The Gallery space on the ground floor can accommodate discussions, lectures and meetings. It also displays a section of the library's valuable art collection. The print resources consist of over 200,000 circulating books. The library's catalog is online and

provides access to the resources at all the libraries on campus and The UWI. The special collections - the West Indies collection is of considerable value to researchers. It contains both printed and non-printed material such as maps, microfilm and early imprints. It also houses over thirty special collections such as the papers and memorabilia for Dame Nita Barrow, papers of Dame Eugenia Charles, the Richard B Moore Collection, the slave registers for Barbados and microfilm copies of some of the early newspapers from Barbados and the Caribbean.

Systems support is provided by a librarian on staff who is primarily responsible for the monitoring and management of the Exlibris software and other database management systems.

The Sidney Martin Library also has a Bindery and currently its operations are being reviewed in order to expand the range of services offered to external customers.

Establishment

There are currently 18 professional posts (including that of the Campus Librarian) across all units. In the Sidney Martin Library, staff are organized into four main areas: User Services, Collections Management, Special Collections, and Administrative Services. The latter includes oversight for facilities, including ongoing plans for renovations and space repurposing within the SML building.

User Services

Strengthening the area of user services is critical, as it is envisioned that the Cave Hill Libraries would be the first port of call for researchers seeking access to the papers and media of outstanding West Indians and that the collections, facilities, and services available to students and faculty will support teaching and learning. Librarians assigned in this area teach an information literacy program and work directly with students and faculty to provide the support they need. In addition, there is a continued emphasis on user engagement and outreach activities in support of the UWI's vision to form creative, critical thinkers, who are IT competent and information literate.

Job Summary

The Special Collections Librarian will be part of a team of dynamic academic librarians committed to the development of library services and to the efficient workflow across departments. The position will focus on driving the development of a dynamic research-focused 21st century academic library. The Special Collections librarian will oversee the organization of archives manuscripts, rare books and ephemera. The position will be tasked with collecting, organizing and making accessible print and non-print material, providing reference and research assistance to patrons, supervising and undertaking the arrangement and description of collections in various formats and participating in outreach activities to support teaching and learning to promote the use of research materials. Emphasis will be given to expanding access to special collections through digitization projects. Integrating and promoting the use of special collections into the curriculum as part of the library's information literacy teaching programme.

Duties of the Post

Overall Responsibility

Lead the Special collections program specifically planning, development of policies and procedures and preparation of budget, selection of collection, processing and preservation guidelines.

Specific responsibilities of this position include:

- Engaging UWI Cave Hill faculty in the use of the special collections in their research and teaching, and engaging students and the wider community by promoting and providing support to the integration of special collection material into the teaching curriculum. Providing reference assistance and information literacy instruction for students using primary sources.
- Ensuring that the special collections are properly processed, safely housed, thoroughly documented, and actively marketed via the website, social media, printed guides, brochures, guided visits, and exhibitions.
- Applying best practices in the maintenance and preservation of collections including the use of technology to enhance service delivery and preservation of resources.
- Identifying material in need of preservation and supervise and implement procedures to control deterioration.
- Establishing a policy for the digitization of special collections and archival documents. Create a programme to support born-digital archives and collections.
- Facilitating discovery and use of the collections through the development of finding aids, upgrade of the library website, establishment of repositories, indexes, and other avenues.
- Keeping up to date on trends regarding archival and rare books management, digital scholarship, teaching with special collections, library storage management, antiquarian trade, etc.
- Assisting with the preparation of fund raising and grant applications to support funding and development of the library's special collection.
- Developing policies and procedures to support the management of archival collections.
- Participation in cross-departmental teams to support strategic library operations.
- Supervising and assigning tasks to staff in the unit and conducting annual performance review exercises.
- Provide oversight for preservation activities undertaken by the Bindery unit.
- Assisting with the management and supervision of student employees, volunteers, and interns.
- Engaging in professional development and the preparation of scholarly publication on special collections management.

Required Qualifications And Experience

- A Master's Degree in Library/Information Science or other relevant area of studies, including coursework in archival administration, collection management, preservation administration, and/or conservation.
- Knowledge of primary source pedagogy and sound understanding and appreciation for teaching learning research and outreach.
- A minimum of six years library experience, including staff supervision and budget management, and at least three years working in special collections
- Experience in developing and organizing digital and print collections and in cataloguing rare and special collection items. A working knowledge with MARC, LCSH, and other relevant standards.
- A sound understanding of copyright issues and use policies related to special collections materials.
- Experience with grant writing and donor relations would be an asset.
- Excellent oral, written and interpersonal communication skills

Preferred qualifications:

- Second advanced degree in history, Caribbean or Heritage studies, language and literature or other relevant fields
- Certificate in archives or records management
- Evidence of successful grant application
- Knowledge of space management and security requirements for special collections including the storage, handling, and access by researchers to archival material
- Experience with implementing and managing digitization projects.
- Knowledge of security, confidentiality, intellectual property and access rights

SUMMARY OF TERMS AND CONDITIONS OF SERVICE - ACADEMIC STAFF

Post – **Special Collections Librarian**

Note: This is a tenure track position and the appointee may continue in the service of the University, by mutual consent, until the retiring age of 65 years.

Initial appointment will be on contract for a period of three years in the first instance.

- (a) Salary Scales – the salary scales accord with the level at which the appointments are made. Salary scale and point of entry will depend on the qualifications and experience of the successful candidate.

Librarian II/Librarian III

BDS\$94,968 x 3,852 – 118,080 (Bar) x 3,852 – 141,192 per annum

Note: these are graduated scales that progress from the minimum point to the top of the scale by annual increments except where a merit bar requires formal assessment before crossing. For example, the scale for Librarian II runs as follows:

Minimum point	94,968
2 nd point	98,820 (94,968 + 3,852)
3 rd point	102,672 (98,820 + 3,852)
Etc	

- (b) Allowances

- *Housing Allowance - 20% of basic salary*
- *Regional Allowance – 5% of basic salary*

- (c) Benefits

- *Transportation Allowance - BDS\$3,720 per annum*
- *Entertainment Allowance – BDS\$2,040 per annum*
- *Book Grant - \$3000 per annum*
- *Study and Travel Grant – BDS\$10,000 per annum (special conditions apply)*
- *Registration in Medical Scheme (currently non-contributory)*

- (d) Pension Arrangements

Each full time employee is required to contribute to the University Pension Scheme (FSSU). The contribution rates are Employee 5%, UWI 10%. The sums are invested to provide a pension at age 65, the age of retirement.

Staff leaving the University of the West Indies before retirement can, at the moment, withdraw from the scheme and receive any benefits accrued at that time.

- (e) Other

For persons recruited from overseas:

- *Airfares* - economy class passages (self, spouse and up to three dependent children under 22 years of age) on appointment and normal termination
- *Shipping of household and personal effects* – up to US\$3,000 on appointment and normal termination.
- *Shipment of academic books/teaching research equipment* - up to US\$600 on appointment and normal termination.

The Registry
Cave Hill Campus
September 2023
