



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

APPLICATION PACK

**USER ENGAGEMENT LIBRARIAN
SCLIB 09/23**

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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
USER ENGAGEMENT 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 User Engagement Management Librarian. Responsibility includes implementing innovative outreach and awareness activities to all communities on campus including students with special needs to inform and enhance knowledge of library products and services.

To be considered for appointment candidates are required to have:

- A Master's degree in library/Information Science.
- A minimum of three years' work experience in a library or research setting with the ability to assist with a range of reference requests.
- Previous experience in planning and marketing library services.
- Experience in the use of Microsoft software products (Word, Excel and Outlook).
- Knowledge of current technologies for data collection analysis and reporting.
- Excellent interpersonal oral written and presentation skills.

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 direct 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
USER ENGAGEMENT 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 User Engagement librarian will play a critical role in the identification of library services that contribute and support student academic success and promote library collections and services. The Librarian will be responsible for implementing innovative outreach and awareness activities to all communities on campus including students with special needs to inform and enhance knowledge of library products and services. Responsibility also extends to the supervision of in-house library services, borrower and reference needs of students and faculty; contribution to the development of specialized online and in-house reference resources; providing timely responses to online reference requests submitted.

Duties of the Post

- To study user needs, analyze the usage of and demand for services, spaces, and collections, gather relevant service statistics, and propose improvements and new initiatives.
- To publicize library events (readings, special displays, library tours) and maintain the library's online presence (social media, learning platforms)
- To participate in professional activities assigned to all librarians, e.g., information literacy instruction, liaison librarian, publishing research in an area of expertise, reference & research services, theses vetting, participation in university-wide committees, etc.
- Review existing services and products provided for students with special needs and recommend upgrade and the introduction of additional services
- Monitor online requests received from students, faculty and external researchers and provide

timely responses. Review new technological approaches to delivery of online reference services.

- Develop a procedures manual to document reference services and the procurement and maintenance of a general reference collection of both print and online reference resources.
- Coordinates library orientation programme for undergraduate students including the preparation of brochures, online videos and social media postings.
- Oversee the preparation of monthly quarterly and annual statistics to illustrate students outreach and engagement activities.
- Identifies and proposes more effective delivery of services to students, faculty and other stakeholders. Collaborate with other campus student departments to improve library student engagement.
- Develop roster to monitor staff, student assistants and volunteers.
- Serve on cross departmental team to revise and update library website.
- Participates in library liaison activities and information literacy instruction provided by the library.
- Organize scheduled activities and prepare marketing materials to promote awareness of library resources and services.
- Provide support to library related tasks as required (circulation, reference desk and inter library loan.
- Oversee the collection and compilation of statistical reports on User service activities.

Required Qualifications And Experience

- A Master's degree in library/Information Science.
- A minimum of three years' work experience in a library or research setting.
- Previous experience in planning and marketing library services.
- Previous experience with library reference services including the ability to assist with a range of reference requests.
- Experience in the use of Microsoft software products (Word, Excel and Outlook).
- Knowledge of current technologies for data collection analysis and reporting.

The successful candidate is expected to have:

- Experience working directly with students and faculty in an academic environment. (Reference, liaison librarian, faculty member, etc.)
- Classroom or web-based teaching practice.
- Experience managing an institutional website, mobile applications, and/or social media outlets.
- Sound knowledge and understanding of current trends in library technology and services.
- A clear understanding of the role of academic libraries and the dynamics of change in libraries.
- Excellent interpersonal oral written and presentation skills.
- Demonstrated ability to plan, document and complete projects on time.
- Strong problem-solving and conflict resolution skills.
- Ability to work independently and in Teams.

SUMMARY OF TERMS AND CONDITIONS OF SERVICE - ACADEMIC STAFF

Post: **User Engagement 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.