

National Army Museum

Royal Hospital Road, Chelsea, London SW3 4HT

Archives, Library and Information team

Post: Librarian

Post No: NAM 183

Person Specification

Criteria	Standard	E/D	Evidence
Qualifications	Degree (or equivalent) in a relevant subject from the humanities or sciences.	D	Certificate
	Postgraduate degree (or equivalent) in Library and Information Science recognised by CILIP (or equivalent).	D	Certificate
Previous experience	Demonstrable experience in the management of library and/or archive collections in a public, academic, museum or subject-specialist library, including collection care, reader services and budget management.	E	Application and interview
	Experience in a customer service-oriented public-facing role and in working with a variety of users and stakeholders.	E	
	Experience in answering public enquiries by email, on the phone and in person.	D	
	Experience of using Library, Archive and/or Museum Collection Management Systems	E	
	Experience in cataloguing and/or retrospective cataloguing processes for book collections.	E	
	Experience with the digitisation of books and archives.	D	

	Experience with briefing conservators and/or condition reporting for historic/rare book bindings or works on paper. Experience supervising staff, volunteers, interns, contractors etc	D D	
Knowledge	Knowledge of conservation and care of archive and/or library collections, and the principles of best practice with regards to archival and library documentation and storage. Knowledge and experience with library classification systems, and in particular, Dewey Decimal Classification (DDC), Universal Decimal Classification (UDC) and Library of Congress Classification (LCC). A practical knowledge of library cataloguing processes such as Resource Description and Access (RDA) and Anglo-American Cataloguing Rules (AACR2). Knowledge of British military history.	E E D D	Application and interview
Attainments/skills/competencies	Excellent interpersonal, communication and organisational skills. Excellent attention to detail. Self-motivator with the ability to make decisions and work unsupervised. Methodical, organised and reliable. ICT skills in Microsoft Word, Excel, Outlook and in using databases.	E E E E E	Application and interview

