

National Army Museum

Royal Hospital Road, Chelsea, London SW3 4HT

Collections & Programme Division

Post: Librarian (Chelsea)

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	D	
	Experience in cataloguing and/or retrospective cataloguing processes for book collections.	D	
	Experience with the digitisation of books and archives.	D	

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

