



## Welcome to our information pack for the post of:

### Librarian (Acquisitions & Cataloguing)

The following information is provided to assist your application. Information about the BFI can be found at our website: [www.bfi.org.uk](http://www.bfi.org.uk) with information specifically about job vacancies at [www.bfi.org.uk/about-bfi/job-opportunities](http://www.bfi.org.uk/about-bfi/job-opportunities)

- |  |           |
|--|-----------|
| 1. Welcome and how to apply:   | Page 2    |
| 2. The advert  | Page 3    |
| 3. The package<br>Plus link to our <a href="#">2015/16 BFI Annual Review</a> | Page 4    |
| 4. The BFI   | Pages 5   |
| 5. The role  | Pages 6-7 |
| 6. BFI Executive Organisation Chart  | Page 9    |
| 7. Collections and Information, Library<br>Department Organisation Chart     | Page 10   |

Welcome to our information pack for the post of:

**BFI Librarian (Acquisitions & Cataloguing)**

Thank you for your interest in the post. I hope that you find this information pack helpful and we look forward to receiving your application. The successful applicant will be joining the BFI at a hugely important and pivotal time. The post of Librarian (Acquisitions & Cataloguing) will play a crucial role to ensure our success going forward.

**1. How to Apply:**

To apply please click the *Apply Online* button and complete our online application form, including a supporting statement regarding what you bring to the role and how you meet the criteria of the person specification. This includes our equality & diversity monitoring form.

Please submit your online application by 17 October 2017 . If you experience any technical difficulties please contact the Human Resources Team during office hours by email: [opportunities@bfi.org.uk](mailto:opportunities@bfi.org.uk) who will be happy to help.

First interviews will be held the week commencing 30 October 2017

If you have any questions or want to discuss the post please contact me via tel: 0207 849 4465 or email: [emma.smart@bfi.org.uk](mailto:emma.smart@bfi.org.uk).

Again, many thanks for your interest and I look forward to receiving your application.

Emma Smart  
Library & Mediatheque Manager

## 2. Job Advert

### BFI Librarian (Acquisitions & Cataloguing)

**Salary £28,767 - £33,657 plus generous benefits package**

We are looking for a Librarian (Acquisitions & Cataloguing) to work in our library which sits within our Programme and Acquisitions directorate.

To be successful you will have a proven track record of developing a library collection and leading on the acquisition, cataloguing and care of material. You will be a team player with excellent multi-tasking skills and have a professional approach to working with the public.

You will be educated to Degree level or have a postgraduate qualification in librarianship, information management or similar. You will have experience of line management as well as knowledge and interest in all aspects of film, television and the moving image and its literature.

Based in Central London, you will enjoy benefits such as our pension scheme, excellent family support, 28-33 days annual leave, tickets to BFI festivals and events plus many others.

Further details about the post can be obtained by visiting [www.bfi.org.uk/about-bfi/job-opportunities](http://www.bfi.org.uk/about-bfi/job-opportunities).

The closing date for applications is 17 October 2017

1<sup>st</sup> interviews will be held the week commencing 30 October 2017



*We support diversity and inclusion*

### 3. The package - salary and benefits

All roles at the BFI are individually evaluated. Each pay scale comprises of 5 points, with a 4% increase between each point. Incremental advancement is performance based which is assessed each year. Each year a 4% increase can be gained until the maximum point of the salary scale is reached. This role is graded at Level 2B and the salary points for this grade as at 01 November 2016 are:

£28,767 (point 1)  
£29,916 (point 2)  
£31,116 (point 3)  
£32,358 (point 4)  
£33,657 (point 5)

We would normally aim to recruit to the minimum point of the pay scale, but will match to the nearest point within our pay scale (where possible) the successful candidate's current salary within a similar external role, if that is higher than our minimum point.

#### Staff Benefits

At the BFI we offer a wide range of benefits to staff including:-

- BFI pension scheme
- 28-33 days paid annual leave (excluding Bank Holidays)
- Support for working families: generous contribution to childcare costs; childcare vouchers; enhanced maternity, paternity and shared parental pay
- Employee Assistance Scheme covers you and your key family members across all life events
- We promote and support flexible working
- Free tickets to BFI Southbank screenings and events plus access to other BFI Events
- Loan Schemes such as season ticket and computer purchase
- Ride to Work Scheme
- £100 towards annual Health Club Membership
- Sight and Sound Magazine
- 35% staff discount on all food across BFI Benugo outlets, and 20% staff discount on alcohol
- 70% staff discount on BFI DVDs, 50% on books and merchandise plus 20% off other items at BFI Filmstore
- 40% staff discount on all retail, including upstairs concessions, at BFI IMAX – Odeon

*Certain conditions apply on some benefits and these details are available from Human Resources. Some benefits are non-contractual and the BFI reserves the right to review benefits and withdraw benefits as appropriate.*

## Staff Engagement

The BFI takes our responsibility to engage and develop staff seriously. We carry out a range of activities to facilitate this, including:

- All employees are appraised each year and agree objectives and a development plan with their line manager
- Meetings are held regularly at Directorate, Department, team and individual level with 'all staff' events from time to time
- We regularly review our staff engagement strategies to see how we are doing

## 4. The BFI

The BFI is an internationally recognised cultural body, and the lead organisation for film in the UK. We are a Government arm's-length body and distributor of Lottery funds for film. We serve a public role which covers the cultural, creative and economic aspects of film in the UK. The BFI delivers this role:

- As the UK-wide organisation for film, a charity core funded by Government
- By providing Lottery and Government funds for film across the UK
- By working with partners to advance the position of film in the UK.

Our ambition is to create a flourishing screen environment in which innovation, opportunity and creativity can thrive by:

- Connecting audiences to the widest choice of British and world cinema
- Preserving and restoring the most significant film collection in the world for today and future generations
- Championing emerging and world class filmmakers in the UK - investing in creative, distinctive and entertaining work
- Promoting British film and talent to the world
- Growing the next generation of filmmakers and audiences

Founded in 1933 the BFI is a registered charity governed by Royal Charter. The BFI Board of Governors is chaired by Josh Berger CBE.

In November 2016 we launched [BFI2022](#), our strategic plan for film for 2017-2022. It focuses on the future, with three core priorities to support Future Talent, Future Learning and Skills, and Future Audiences.

The new strategy builds on the successes and direction of our previous five-year plan - *Film Forever* (2012-2017).

## 5. The Role

### Job Description

Department: Collections & Information

Post: Librarian (Acquisitions & Cataloguing)

Grade: 2B

Accountable to: Library & Mediatheque Manager

Accountable for: Assistant Librarian (Acquisitions & Cataloguing)

Location: Central London (with occasional reimbursed travel to Berkhamsted site as required)

#### **Main contacts:**

Users and user representatives from all audience groups; professional colleagues from other related institutions; external suppliers and donors; Information Specialists; Head of Collections & Information; Library & Mediatheque Manager; key members of Collections, Programming and Development teams

#### **Main aims**

Manage all library acquisitions (excluding serials and e-resources), take overall responsibility for stock management and development; ensure all materials acquired are classified and catalogued and that selected material is indexed to agreed standards and in line with documentation priorities

### Key Responsibilities

- Select and acquire all relevant material for the BFI Reuben Library (excluding serials & e-resources) via suppliers and donation in adherence with BFI collecting policy
- Manage the delegated acquisitions and conservation budget
- Take the lead on stock management and specifically the care, tidying, preservation and conservation of all non-serial holdings
- Ensure all library stock is catalogued and classified to agreed standards and according to documentation policy requirements

- Ensure authority headings are created in line with BFI cataloguing standards
- Lead on discrete cataloguing projects as required
- Lead on the selective analytical indexing of library material, such as journals, following documentation policy and priorities
- Ensure required periodical citations are sent to the FIAF Periodicals Indexing project
- Liaise with Information Specialists in regards to library terminology requirements
- Manage the Assistant Librarian (Acquisitions & Cataloguing) and lead on training and supervising staff in collection related tasks
- Work closely with the Librarian (Serials & e-Resources) to ensure comprehensive coverage and efficient procurement methods
- Participate in the rota allocation including occasional Saturday and evening working; as part of general reading room duty, answer library enquiries within an agreed timeframe; deal with user requests for materials and any first line problems as required
- Actively participate in the library events programme and lead on accompanying collection curation as required
- Undertake any other duties that may be reasonably required
- Keep up to date with professional and other developments which are relevant to the post holder's duties
- To be an ambassador for the BFI and maintain a professional approach at all times
- Create and maintain good collegiate working relationships with all BFI staff
- Carry out all responsibilities in a way which supports the BFI brand values and promotes diversity and inclusion

## Person specification

### Minimum requirements

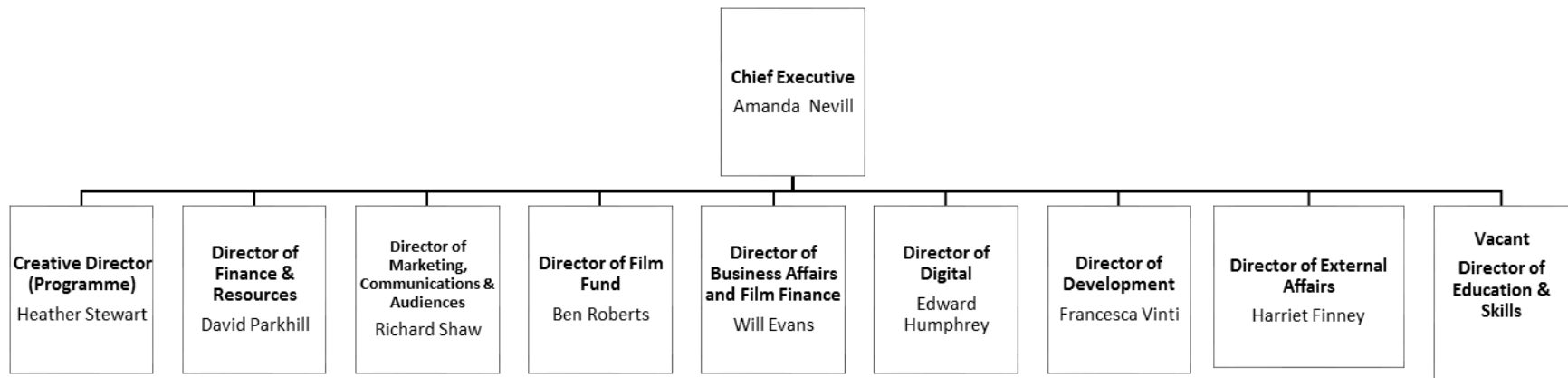
- Degree or postgraduate qualification in librarianship or information management or similar
- Working experience of acquisitions and stock management within a specialist library
- Working experience and knowledge of cataloguing, classification and indexing within a specialist library
- Good working knowledge of library standards and best practice
- Experience of line management
- Confident in the use of digital and electronic library services
- Multi-tasking skills and a flexible approach to work
- Working experience within a busy public facing library service
- Must be a team player and willing to support colleagues as and when required
- Sound knowledge of all aspects of film, television and the moving image and its literature
- Experience of working effectively within a unionised and partnership working environment
- An understanding of the BFI's current activities, organisation and the scope of its collections
- The aptitude to carry out all activities supporting our brand values 'Approachable, Inspiring, Responsive'
- A commitment to continual professional development
- A demonstrable commitment to the principles of diversity and inclusion and their practical application and integration within the work environment

*The postholder must at all times carry out his/her responsibilities with due regard to the BFI's Policies and Procedures.*



September 2017

6. BFI Executive Structure:



## 8. Collections and Information: Library Department Organisation Chart

