## St Albans & Hertfordshire Architectural & Archaeological Society

## **SAHAAS Librarian Job Description**

The Society is looking for someone willing to take on the leadership and guidance of an energetic group of SAHAAS volunteers who are busily staffing the Library and improving access to the collections. The Library opens two mornings a week on Wednesday and Friday mornings 10 – c.12.30 at Sandridge Gate Business Centre.

SAHAAS Library holds one of the largest collections on local history in Hertfordshire, focusing mainly on the history, archaeology, architecture and people of St Albans and its surrounding area. The collection also extends to the whole of Hertfordshire.

It comprises books, pamphlets, periodicals and other source and secondary materials relevant to the Society's interests. The on-line public access catalogue uses a Soutron LMS cataloguing module. We are fortunate to be housed in a generous and comfortable space.

Though not essential, the post might particularly interest someone with responsible library experience, particularly of reference, academic and/or special library work.

## Qualities

- Commitment to local history, SAHAAS and its aims
- Willingness to devote the necessary time and effort (At least one morning a week, preferably two)
- Good people skills

## **Duties**

- Taking overview and leading the library activities in accordance with SAHAAS Library policy
- Steering an enthusiastic volunteer Library Team through a range of resource discovery tasks already largely mapped out and part allocated
- Represent the Library on and report to SAHAAS Council (six or seven evening meetings per year) including advising on new acquisitions and getting budgetary agreement as appropriate
- Organise and chair three Library Team meetings approx. three per year.
- Write library report for SAHAAS Newsletter four per year

If you might be interested and wish to discuss further and/or visit the Library, please contact

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