



## **LIBRARIAN**

### **Further particulars**

#### **Description of the the BSA & Library**

Founded in 1886, the BSA is a UK-registered charity and is one of seven [British International Research Institutes](#) that receive annual funding from the British Academy. The BSA exists to promote research of international excellence in all disciplines pertaining to Greek lands, from fine art to archaeometry and in all periods to modern times. A key resource in meeting this goal is the BSA's internationally renowned library. This is an open-shelf reference collection, spread over several levels, to which Members have 24 hour access and a larger group of Readers access during working hours. A standardised on-line catalogue gives access to the physical collection of 75,000 volumes and 1,300 periodical titles together with a growing quantity of digital materials. A union catalogue (AMBROSIA) shared with our neighbours at the American School of Classical Studies at Athens gives access to a collection of more than 250,000 titles on the Greek world.

#### **Summary of Position:**

We are looking for a librarian who will take full responsibility for the development and operation of an academic research library serving post graduate research on the Hellenic world. This position is both managerial and administrative, focusing on positive interaction with the library's users.

The librarian:

- Is responsible for planning and coordinating activities related to the Library's operation.
- Has primary responsibility for all library services, resources and staff in Athens and at Knossos.
- Integrates Library services with the BSA's mission, strategic plan, and objectives
- Works collaboratively with other Library staff to deliver a professional quality library service to the members of the BSA and the wider academic community in Greece.
- Plans for the future direction of the Library with an emphasis on the development of digital assets.
- Works collaboratively with the Development Officer and senior colleagues to facilitate the BSA's broader fundraising initiatives.

#### **Duties & Responsibilities:**

1. Collection development, management, maintenance and preservation of the libraries resources in both print and electronic format.
2. Reference assistance, including guidance and instruction for students and visiting scholars in the use of print and electronic materials.
3. Maintenance and development of Library facilities including building fabric and furnishings.
4. Annual estimates and budgeting for Library running costs, plus additional funding for special projects.
5. Selection and use of library management systems and software and other information technology resources.
6. Overseeing the daily operation of the Library.
7. Coordination and supervision of the work and professional development of the Library staff:
  - a. Two full time employees (Librarian and Assistant Librarian).
  - b. One temporary part-time student assistant for 10 months of the year.
  - c. One fulltime trainee intern for 3- 6 months.

- d. A regular volunteer for 4 hours per week.
  - e. Full time library cleaner.
8. Collaborating with other departments of the BSA, especially the Archive, to facilitate the research goals of the BSA.
9. Co-operation with other libraries in Greece and internationally:
  - a. The ASCSA libraries through: informal acquisition policy; shared Bibliographic management system & IT support; Readers' access.
  - b. DAI through shared bibliographic data: Contributes metadata to ZENON.
  - c. Annual meetings of 20 research libraries in Athens.
  - d. National Bibliographic Knowledgebase (NBK) in the UK: contributes regularly to shared catalogue.
  - e. Informal communication with other British International Research Institutes (BIRI): BSR (Rome); BIAA (Ankara).
10. Providing original data for inclusion in academic publications and resources.
11. Overseeing the Library's web presence and contributing to the BSA's social media visibility.
12. Collaborating with the Development Officer and senior colleagues to raise external funds for the Library and for the BSA's activities more generally.

**Librarian Qualifications and Experience essential:**

- Postgraduate degree or Diploma in Library Science or Information Studies accredited by the Chartered Institute of Library and Information Professionals (CILIP), or the American Library Association (ALA), or equivalent.
- Undergraduate degree in a relevant field.
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel) and a general understanding of the technology-driven information environment.
- An understanding, based on experience, of the unique needs of a postgraduate research library and familiarity with the current issues of academic librarianship
- Ability to work independently or as an active member of a team.
- English-speaking with some knowledge of or willingness to learn Modern Greek.
- Strong interpersonal skills and communication (verbal and written) with all levels of staff.

**Librarian Skills and Experience desirable:**

- Library scheduling and management software and systems experience, familiarity with ExLibris' ALEPH500 desirable.
- Experience of budget planning and management.
- Experience with Data Management Systems (e.g. Axiell EMu).
- Ability to multitask, prioritise, and manage time efficiently.

**Conditions of employment:**

- Successful candidate will be expected to live and work in Athens.
- Private health insurance will be provided.
- Residence and work permit, where necessary.
- Line Manager: BSA Director.

**Further information about the British School at Athens**

An educational charity founded in 1886, the British School at Athens (BSA) is the UK's research hub in the humanities and social sciences in Greece and its wider Balkan, European, Mediterranean and Levantine contexts. It conducts, facilitates and promotes research of international excellence in all periods – from the Palaeolithic to the present – and across all humanities and social science disciplines, as well as offering targeted courses to develop the next generation of researchers and academics in those fields. Greece's centrality in the history of the western tradition, combined with its key position in post-Ottoman southern Europe and on the front line of the current refugee crisis, make it an unusually rich location for research.

The BSA forms part of the British Academy's network of British International Research Institutes (BIRI) which sustains and supports British research overseas. In Athens we support research in Greece and neighbouring countries as well as collaborations with local institutions. Our 130-year history brings a strong reputation, an unparalleled regional network, an accumulation of library and material resources, and a body of expertise that benefit both UK-based researchers and those who engage with us as research partners.

The BSA's goals are achieved through:

- an academic programme of seminars, lectures, and conferences;
- its internationally renowned library;
- the work of the Fitch Laboratory in science-based archaeological research across the Mediterranean;
- supporting the work of individual researchers from the UK and elsewhere, including applications for study and fieldwork permits; advice on the development of research programmes; accommodation and facilities in Athens and Knossos; and provision of online services;
- making research carried out at the BSA or with its assistance known through the publication of its journals and monograph series;
- promoting the use of its archival, laboratory, and museum collections by the scholarly community worldwide;
- providing funding (including studentships and visiting fellowships) for research in Greece, and to enable Greek researchers to visit the UK;
- providing internships and training courses for undergraduates, postgraduates, and schoolteachers.

The BSA's biannual *Newsletters (June and December since 2017)*, *Corporate Plan* and *Strategic Plan for Research 2015-2020* are posted on [www.bsa.ac.uk](http://www.bsa.ac.uk).

## **Size and Scope**

The BSA, founded in 1886, is an institute for advanced research and a registered UK charity (no. 208673). It maintains a hostel, world class library, archive, laboratory for archaeological science and offices in Athens; a smaller hostel, library and museum for study purposes in Knossos; and an office in London. It has five full-time academic staff (including the Knossos Curator), two research fellows, three full-time and two part-time administrative/secretarial staff, three full-time library/archival staff; and five full-time and two part-time domestic staff. The academic staff, the research fellows, the IT Officer, and the Archivist are all actively engaged in research, and all staff are actively encouraged to undertake professional development. In addition, the BSA is supported by research-active non-executive staff in the UK – in particular the Chair of Council (Dr Carol Bell), Vice-Chair of Council (Prof. Robin Osborne) and the Deputy Honorary Treasurer (Huw Smith). Its turnover for the financial year 2018-19 was approximately £1.42m. It offers two full-year research fellowships ('studentships') and several smaller bursaries for scholars every year. The BSA has over 200 supporters and over 220 members, i.e. scholars or scientists who use its facilities for study purposes every year. In addition, around 1,000 researchers, who are not members, are given rights to use the library each year.

## **Staffing**

The BSA has the following research staff, details of whose research interests and publications are available on the BSA's website ([www.bsa.ac.uk](http://www.bsa.ac.uk)):

*Full-time academic staff:* Professor John Bennet, Director; Dr Evangelia Kiriati, Director of the Fitch Laboratory; Dr Michael Loy, Assistant Director; Dr Noémi Müller, Scientific Research Officer; Dr Kostis Christakis, Knossos Curator.

*Full-time research fellows:* the current Leventis Fellow, Dr Bella Dimova; the Williams Fellow in ceramic petrology, Dr Carlotta Gardner.

*Research-active staff with other primary responsibilities:* Ms Amalia Kakissis, Archivist, Dr Chavdar Tzochev, IT Officer.

## **Infrastructure and Facilities**

The BSA's principal research infrastructure consists of its *Library*, its *Museum*, the *Fitch Laboratory* and its facilities at *Knossos*. Most staff are based in Athens, but a London office is maintained in the British Academy (10 Carlton House Terrace, SW1Y 5AH), staffed by a part-time Administrative Assistant and a Development Officer.

The *Library* in Athens contains over 70,000 volumes, 1,300 periodical titles and 2,000 maps, and has space for 50 readers. Its collections and desk spaces are housed on several different levels, which are served by stairs, reflecting its evolution over 120 years. It is staffed by two full-time librarians (Mrs Penny Wilson-Zarganis and Ms Sandra Pepelasis) with the help of a student library assistant. Members have 24-hour access. While providing a broad, research-level coverage of Greek archaeology of all periods, it specialises in the fields of Aegean prehistory, ancient art and epigraphy, and Byzantine and modern Greek studies (recently enriched with a major donation); it also houses historical collections (such as George Finlay's library) and a particularly good collection of Greek and Balkan journals. Its collections are complemented by those of the other foreign schools and institutes in Athens with whom we have reciprocal arrangements giving access to a unique collection of more than 450,000 titles on Hellenic Studies. We have particularly strong links with the neighbouring Blegen and Gennadius libraries of the American School, with whom we share a common online library catalogue (AMBROSIA, **American British Online Search in Athens**).

The BSA's *Archive* collections contain records of the BSA's field projects going back to 1886; material from the Byzantine Research Fund, c. 1895-1936 (c. 6,500 unique plans, drawings and photographs of Byzantine architecture - some of buildings now destroyed); the George Finlay papers, including journals from the Greek War of Independence; travel notebooks (Gell, Stuart); ethnographic records and a large collection of glass negatives. Our Archivist is responsible for access and conservation of the collection and has secured outside funding in support of projects to conserve, electronically catalogue and digitise images from selected collections. The Archive hosts an annual lecture by a visiting scholar on a relevant topic.

The *Marc and Ismene Fitch Laboratory of Archaeological Science*, founded in 1974, was the first of its kind in Greece. It specialises principally in the analysis of inorganic materials (mainly pottery, as well as metals, wall paintings, glass) and in geophysical prospection, specialisms which are complementary to the neighbouring Wiener Laboratory of the American School of Classical Studies in Athens. It maintains facilities for petrological analysis of pottery (facilities for thin section preparation and 3 research polarising microscopes coupled with digital photography system) and a WD-XRF spectrometer for chemical analysis. It houses comparative collections of over 10,000 archaeological samples and over 3,000 geological samples. For the needs of geophysical prospection it has a magnetometer and a resistivity meter. It also maintains reference collections of mammal and fish bones as well as of seeds with ample space for strewing archaeological material, and offers annually two bursaries for graduate students or early-career postdocs and a visiting lectureship. It is staffed by its Director, a Scientific Research Officer, an administrator/analytical assistant, a research fellow, and visiting researchers or research associates linked to specific externally-funded projects. The Fitch plays a full part in the BSA's postgraduate teaching activities, currently staging short courses on ceramic petrology and the study of ancient glass.

*Knossos* has been a highly productive centre of research for the British School at Athens since 1900, when Sir Arthur Evans and David Hogarth, then BSA Director, began systematic excavations there. It remains a powerhouse of research, both in the field and in the study of excavated material, under the aegis of the BSA. The *Knossos Research Centre* (KRC) is focused upon the Stratigraphical Museum (a study centre and finds archive for all British fieldwork at Knossos since the time of Evans, and for several other BSA projects focused elsewhere in Crete) and has a self-catering hostel (the Taverna) and library, open year-round. The Library has a good collection of books and offprints (especially about Crete), and full access to e-resources via AMBROSIA. The Library is also used by local

researchers, members of the Archaeological Service, the University of Crete, and other institutions. The Taverna serves principally as a base for those studying in the Stratigraphical Museum or the Herakleion Museum. Knossos is fully integrated into the BSA's ICT network. There is a resident Curator and a small domestic staff. The KRC hosts an annual postgraduate course on Prehistoric, Greek and Roman pottery, drawing on the collections in the Stratigraphical Museum.

In addition, the BSA's administrative and academic staff (principally the Administrator) makes use of the BSA's wide-ranging connections to help individual scholars with permit applications.

### **Dissemination and Publication of Research**

The BSA maintains a policy of publishing the results of its own research, particularly in the fields of archaeology, epigraphy and history. The BSA's *Annual* (running since 1895 and published by CUP) is devoted to publishing research in all areas of the BSA's broad scope, including work carried out by its officers and other members. The BSA also compiles annually in collaboration with the Society for the Promotion of Hellenic Studies *Archaeology in Greece*, a collection of synthetic articles on recent archaeological fieldwork in Greece which draws on *Archaeology in Greece Online*, a regularly updated database of fieldwork reports produced in collaboration with the École française d'Athènes. Final reports on major excavation or survey projects usually appear in the BSA's *Supplementary Volumes*, while other collections are published in two series: BSA Studies in Greek Antiquity (CUP) and BSA Studies in Modern Greek and Byzantine Studies (Routledge). The BSA recognises its role in conserving and facilitating access to the archives (in all media) produced by major excavations, surveys or other studies. To this end we are active in cataloguing and digitizing our archive, and in making it available via the BSA's website.