



FULL-TIME ASSISTANT LIBRARIAN AT THE BRITISH SCHOOL AT ATHENS

FURTHER PARTICULARS

Description of 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 an Assistant Librarian who will provide support for all library services, with primarily responsibility for provision of all technical services, which includes the accessing, cataloguing and processing of new accessions, and has knowledge of international bibliographic standards, automated systems, and foreign languages. This position is both managerial and administrative with an important focus on positive interaction with the library's users.

The Assistant Librarian:

- Is responsible for management and administration of the Library, including supervising student and volunteer staff, preparing invoices, correspondence and maintenance needs.
- Carries out reception duties, including assisting readers, answering requests for bibliographic information, receiving deliveries, checking readers' cards.
- Performs routine library functions including book and periodical shelving
- Is responsible for maintenance of the collection and the provision of technical services, including the processing and cataloguing of new acquisitions to international standards
- Is skilled in library automated systems, as well as possessing excellent general ICT skills
- Works collaboratively with the Librarian and other colleagues to facilitate the BSA's broader fundraising initiatives.

Duties & Responsibilities:

1. To manage the smooth running of the Library's administrative office, including supervising student and volunteer staff, preparing invoices, correspondence and maintenance needs.
2. To provide reception services to readers and staff, managing in-person, telephone and e-mail requests. The Assistant Librarian will be required to work on a rota with the Senior Librarian and at times will be the sole responsible for the front-of-house.
3. To perform routine library services such as shelving and repairs. The Assistant Librarian will also be responsible for liaising with the Library at the BSA Knossos Research Centre.
4. To take charge of maintaining and developing the Library's catalogue and database systems. The Assistant Librarian will be responsible for maintaining both internal and public-facing linked catalogues, and s/he will have an excellent understanding of digital asset management.
5. To assist in the organising and digitising of old and new BSA collections and corporate data, both for internal use and for public display (e.g. on the BSA website or social media).

Librarian Qualifications and Experience essential:

- Degree or Diploma in Library Science or Information Studies, or equivalent.
- Good knowledge of international cataloguing standards (AACR2, RDA, MARC21, LCSH).
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel) and a general understanding of the technology-driven information environment.
- Library scheduling and management software and systems experience preferred, familiarity with ExLibris' ALEPH500 desirable.
- Work experience in an academic or research library.
- Ability to work independently or as an active member of a team.
- High competence in English and modern Greek (other languages desirable).
- Strong interpersonal skills and communication (oral and written) with all levels of staff.

Librarian Skills and Experience desirable:

- Familiarity with library automation systems (ALEPH 500 desirable).
- Experience with Data Management Systems (e.g. Axiell EMu).
- Experience of budget planning and management.
- 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: Senior Librarian.

Further details 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:

<https://www.thebritishacademy.ac.uk/international/research-institutes>. 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. Typically over 600 researchers and almost 1,000 students use our facilities and the BSA collaborates with around 20 UK and 60 institutions worldwide, the majority in Greece.

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.

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 2019-20 was approximately £1.5m. It offers two full-year research fellowships ('studentships') and several smaller bursaries for scholars every year. The BSA has over 260 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):

Full-time academic staff: Professor John Bennet, Director; Dr Evangelia Kiriatzis, 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.

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 Evi Charitoudi 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 for 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 storing 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.