UNIVERSITY OF LEEDS LIBRARY
HEAD OF SPECIAL COLLECTIONS

Brotherton Room housing the Brotherton Collection
Role summary

The Special Collections of Leeds University Library are of international quality and already underpin a wide range of teaching and research across many disciplines. We are looking for an outstanding individual who will develop a vision for how these collections can contribute even more to the intellectual life of the campus. The University’s new strategy, Investing in Knowledge and Opportunity outlines our ambitions to increase research activity and to improve the student experience.

We want Special Collections to play a key role in achieving these ambitions, working in close collaboration with academic colleagues in Schools and Faculties across the University. A new exhibition gallery, The Treasures of the Brotherton will open in late 2015, providing significant opportunities for community engagement activities. This capital project has been funded by the Heritage Lottery fund and a substantial private donation. The Head of Special Collections is a key member of the Library’s Leadership Team shaping the strategic direction of one of the UK’s largest and highest performing academic libraries. LUL Special Collections staff are based in the iconic Brotherton Library in the heart of the University campus.

University of Leeds Grade 9 (£47,328 - £54,841)

Informal enquiries can be made to Dr Stella Butler, University Librarian and Keeper of the Brotherton Collection, 0113 343 5501, s.butler@leeds.ac.uk
Key responsibilities

You will have proven experience of strategic leadership. You will be able to communicate a vision for developing collections and activities to both the Special Collections team and the wider University. You will also be able to translate that vision into action. With extensive experience in Special Collections, art galleries or museums, you will ensure that the collections make a significant contribution to teaching, research, and engagement with the wider community. You will have demonstrated the ability to manage significant projects, develop relationships with donors and secure external funding.

The post reports to the University Librarian and Keeper of the Brotherton Collection.

As Head of Special Collections, your responsibilities are:

• Leading staff within Special Collections, by articulating the vision which flows from the Library’s strategic plan, Library Futures. This will involve setting individual and group objectives, monitoring performance and mentoring and encouraging staff to perform at the very highest level.

• Developing strategic and operational plans for Special Collections which will contribute to the achievement of the Library’s strategic objectives and vision as laid out in Library Futures.

• Securing external funding for Special Collections projects and ongoing operations through private donors, grant-giving bodies and other means.

• Being an ambassador for the Library and especially Special Collections both within the University and the wider academic community.

• Contributing to the leadership and development of the University Library more widely as a member of Leadership Team and through other groups as appropriate.

• Advising and assisting the University Librarian as required.

Main duties

• Leading the implementation of strategic actions within Library Futures relating to Special Collections. These include collection development, community engagement, increasing the range of research on collections and resource discovery projects.

• Raising the profile of Special Collections by leading the development of programmes of public engagement including exhibitions and events.

• Developing and supporting opportunities for research on the collections with academic colleagues within the University and beyond.

• Providing reports and information to the Brotherton Collection Advisory Committee and other groups associated with Special Collections.

• Keeping under review policies relating to acquisitions, fundraising, digitisation, and other issues to ensure best practice.

• Ensuring that the highest levels of security for the Library’s Special Collections and Art Collection are maintained.
• Developing collections, through acquisition and purchase, by encouraging gifts and deposits.
• Managing budgets allocated to Special Collections and related projects, in consultation with the Library’s Management Accountant.
• Leading the operation and development of the Stanley & Audrey Burton Gallery and the Treasures of the Brotherton Gallery.

As a University leader and manager:
• Providing effective leadership and management of the team, in line with Investors in People standards and the University’s Leadership and Management Standards, ensuring clarity of direction and engagement with and alignment to the achievement of strategic aims.
• Monitoring performance of the area taking action where necessary to ensure standards, targets and objectives are achieved.
• Developing skills and capabilities within the team to ensure current and future requirements are met.
• Taking responsibility for health and safety within the area and addressing staff welfare concerns in line with University processes and guidelines.
• Undertaking all activities in line with University values and standards.

Generic requirements for all Library staff
• The details above are not a comprehensive list of the activities which may be carried out by the role holder, and activities may change (appropriate to the grading of the post) as a result of developments and changes in Library services.
• In carrying out their roles, all Library staff are required to show positive commitment to the values of the Library and University.
• All Library staff are required to wear name badges.
• The Library supports and encourages the training and development of its staff; participation in appropriate training and development activities is a requirement of the post.

Career Expectations
The University of Leeds is committed to developing its staff. All staff participate in the Staff Review and Development scheme and we continue to work with individuals, supporting them to maximise their potential. Progression to a higher grade is dependent on an individual taking on an increased level of responsibility. Vacancies that arise within the area or across the wider University are advertised on the HR website - [http://jobs.leeds.ac.uk](http://jobs.leeds.ac.uk) - to allow staff to apply for wider career development opportunities.

University Values
All staff are expected to operate in line with the university’s values and standards, which work as an integral part of our strategy and set out the principles of how we work together. More information about the university’s strategy and values is available at [http://www.leeds.ac.uk/comms/strategy/](http://www.leeds.ac.uk/comms/strategy/)
Person Specification

Essential – role specific

- Graduate (or equivalent qualification) with appropriate professional qualification, and/or appropriately qualified by experience
- In depth knowledge and understanding of the higher education sector
- Extensive experience, knowledge and understanding of Special Collections including rare books and archives
- Experience and/or appreciation of the role and operation of exhibition galleries or museums within Special Collections
- Ability to develop and enhance the collections through acquisition, whether by purchase or gift
- Understanding of the role of the Library, and especially Special Collections, in a research-intensive University
- Understanding and appreciation of the role of digitisation in the Special Collections
- Substantial managerial experience of work in a similar organisation
- Ability to contribute to wider Library strategy

Essential – generic

- Able to translate strategy into action, demonstrating creativity and drive
- Proven success in project management
- Experience of leading or contributing to innovative practice and implementing change
- Confidence and ability to motivate, lead and develop staff of a mixed range of skills and experience, encouraging innovation and creativity
- Understanding of and commitment to best practice in staff management
- Excellent communications (both written and verbal) and interpersonal skills
- Excellent team-working skills at a senior level
- Ability to influence and negotiate at the highest level with colleagues, stakeholders and benefactors
- Budgeting and financial management skills

Desirable

- Knowledge of and interest in any of Leeds Special Collections strengths
- Proven success in writing project bids, and developing and implementing projects
- Proven success in fundraising, encouraging benefaction, and/or income generation opportunities
- Experience of managing communications, publicity and marketing activities
The printed and manuscript resources of Special Collections of Leeds University Library are amongst the most extensive and varied of their kind in any UK academic library. They are indeed ‘special’.

Five large individual collections were designated by the Museums, Libraries and Archives Council for their national and international research significance in 2005, an exceptional number for a single institution – the Liddle Collection of First World War archives; the Leeds Russian Archive; the Romany Collection; the Cookery Collection; and, first amongst equals, the English Literature Collection.

Many other Leeds collections have comparable significance and diversity – the historic library and archive of Ripon Cathedral, the Feminist Archive (North), the largest collection of Quaker archives outside Friends House, a substantial Icelandic Collection; business archives embracing those of some 40 West Riding textile firms from the eighteenth to the twentieth century; and many, many more. The University’s own institutional Archive, administered as part of Special Collections,
is one of the most comprehensive in the country for a university with its origins in the nineteenth century.

The Library’s reputation for holding rare books, manuscripts and archives of outstanding interest was established in 1936 when the private library created by Lord Brotherton of Wakefield (1856–1930) was presented to the University. The so-called Brotherton Collection is wide ranging and includes fine medieval manuscripts and incunabula alongside twentieth century political pamphlets, Yorkshire estate papers and significant music material including manuscript scores by Mendelssohn. The Brotherton Collection is particularly strong in English literature and contains many first editions, often with fine bindings. The Brotherton Collection continues to be at the heart of Leeds University Library’s Special Collections, though representing less than a third of the total holdings.

Very unusually for the UK, Lord Brotherton and his family provided a substantial endowment, the annual income from which is largely spent on making new acquisitions for the Brotherton Collection, chiefly in English literature. There is an emphasis on collecting archives of twentieth century writers, particularly those connected with the University, including Sir Geoffrey Hill, Tony Harrison and Simon Armitage. This recurrent capacity to purchase with non-core funding has been amplified through the generosity of the Library’s major twenty-first century benefactors Fay and Geoffrey Elliott. Their collection, rich in works by Oscar Wilde, Evelyn Waugh and their respective contemporaries, was given to the Library in 2002 and has since developed greatly with the Elliotts’ financial support. Expenditure on acquisitions has averaged over £100,000 per annum for the past decade. Lead responsibility for making acquisitions with this Brotherton and Elliott funding is an important feature of the role of Head of Special Collections at Leeds.

Another distinctive aspect of the role at Leeds is overall managerial responsibility for the University’s substantial art collection and gallery. Established in the 1970s, the gallery was re-launched in 2008 in rooms close to the Brotherton Library as the Stanley & Audrey Burton Gallery, following dramatic physical
improvements funded by the Burton family who continue to be generous supporters. The gallery has an Education Room and a space for temporary exhibitions (currently three per year from diverse sources) which flank a central exhibition area devoted to the display of items from the University’s permanent collection. This collection is particularly strong in works associated with the Bloomsbury and Camden Town Groups and works by mid-twentieth century British abstract artists, notably those who were Gregory Fellows at the University. The number of visitors to the Gallery has more than doubled since 2008 and is still rising, while its lively events and teaching programmes are also increasingly popular.

The new Treasures of the Brotherton gallery is currently under development in a space close to the Stanley and Audrey Burton Gallery in Parkinson Court. This exciting new capital development has been funded through a donation from the Brotherton-Ratcliffe family and a grant from the Heritage Lottery Fund. The gallery will be open to the public free-of-charge. There will be an extensive education and events programme including temporary exhibitions in support of the main ‘treasures’ display, lectures, poetry readings, workshops and much more. The two galleries will be managed together to ensure maximum satisfaction and value for both staff and visitors.

Special Collections is located in the magnificent Brotherton Library, another of Lord Brotherton’s gifts to the University. The Brotherton Collection and all the Library’s other Special Collections, formerly separate, were brought together in 1993 as Leeds University Library Special Collections in purpose-built premises in the Brotherton Library’s West Building extension. Services relating to printed books, manuscripts and other media are provided seamlessly without operational distinctions. The premises, consisting of a large reading room, an elegant room for teaching, meetings and other events, storage for collections, conservation and digitisation studios, and staff offices, have proved remarkably adaptable and functional over nearly two
decades of change. The greatest pressure has arisen from the constant expansion of collections, leading to serious congestion within storage areas. However, in 2011 the Library opened a new high quality store on campus which includes provision for Special Collections material and this has released much-needed space within the Brotherton Library.

The general responsibilities of Special Collections are typical of the sector: maintaining and developing collections in an appropriate, secure environment; ensuring the widest possible awareness of the collections and their potential; enabling ready access to them and encouraging their exploitation for purposes of research and education, for enjoyment and inspiration. Staff in Special Collections work closely with colleagues in other divisions, for example:

- Work with Collections Services and others on the specification, procurement and implementation of a new collection management system with the central aims of modernising archival cataloguing and producing an online catalogue of the University art collection in the context of Library resource discovery
- Work with Digital Library staff to establish a well-equipped digitisation studio embedded in Special Collections
- Work with Collection Services and Customer Services on the disposition of Special Collections material in the Library Store and arrangements for its timely secure retrieval
- Work with Skills@Library staff with pedagogical and education technology expertise to develop online educational resources based on Special Collections material
- Work with the Library’s Systems Team to ensure a strong presence for Special Collections and the Art Gallery in the Library’s website

Special Collections has productive relationships with many academic constituencies in the University, with its alumni relations team, Press Office and other central services. It has a central role in supporting the University’s Fundraising Campaign, a major current University enterprise from which Special Collections is already benefitting.

**Leeds University Library**

The University of Leeds Library is one of the UK’s most distinguished academic libraries providing support for the University in its ambition to become one of the top 50 universities in the world. The University has the second largest student body in the UK with over 32,000 students. There is a staff complement of more than 7,000 and research income of more than £130M (2013/14). The nine faculties of the University cover a vast range of disciplines.

As well as acting as a gateway to information, the Library also supports learning, teaching and research through a range of services including the e-print repository, the Virtual Learning Environment and the Portal.

The Library has a total budget for 2014/15 year of £12.3M and a staff complement of 205 FTE. The Library is organized in four main divisions, Learning Support, Research Support Services, Access & Operations and Special Collections. The Head of Special Collections is directly responsible to the University Librarian and is one of
the five senior Library managers who form her Leadership Team. While all members of the Team bring particular perspectives and expertise to it, the Head of Special Collections, like the others, has the opportunity to influence all aspects of the Library’s activities at the highest level.

The Library has over 3 million printed items, more than 2 million manuscripts and archival documents and access to over 35,000 print and electronic journals. There are four campus sites: Edward Boyle Library, the Brotherton Library, Health Sciences Library and the new Laidlaw Library plus a small library at St James’s University Hospital. The Library also has responsibility for the University’s collection of 4,000 works of art and operates the Stanley & Audrey Burton Gallery. University of Leeds students form the largest group of Special Collections users.

The Library’s strategic plan, Library Futures, outlines a vision and mission for the next five years focusing on five key themes for development: Enhancing Student Education, Providing a Cornerstone for Research, Exploiting and Developing Collections, Developing Exceptional Spaces and Places, Working Well Together.


The Library plays an active role in a number of regional, national and international consortia including White Rose Libraries, Research Libraries UK, SCONUL, LIBER (the Association of European Research Libraries) and OCLC.